Schedule No. CIII7
Page 1 of 5

Agency
Cecil County Government

Item	Descript	Retention						
No.								
	GENERAL EMERGENCY SERVICE							
	This series includes general emergen							
	inventory, forms, Human Resources							
	documents, and education and training							
	Changes in records format will not n							
	the retention schedule. However, she							
	records series be altered, the schedul	<u>-</u>						
	such changes.	· ······						
	8							
	Each agency will use all or some of t	the following records which						
	are governed by the indicated retenti	on period:	}					
_			}					
1	Inventory A Distribution (In a set of CE)	1.4 4 75 1 2 1						
	A. Distribution/Inventory of Fix	ked Assets – Technical	Retain hard copy permanently					
	B. Support (DES 09-063)		and transfer annually to					
			Archives for permanent preservation.					
			preservation.					
	•							
	C. Invoice Technical Support (1	DES 09-018)	Retain hard copy for three (3)					
			years from the end of the fiscal					
			year the file was closed then					
	;		destroy.					
			1					
	D II Mail I (DECA)	0.055)						
	D. HazMat 1 Inventory (DES 0	•	Retain hard copy for one (1)					
	E. HazMat 2 Inventory (DES 0		year from the end of the fiscal					
	F. HazMat 3 Inventory (DES 0 G. HazMat 4 Inventory (DES 0		year the file was closed then					
	H. HazMat 6 Inventory (DES 0		destroy.					
	(Continu							
Schedule A	oproved by Department, Agency,	Schedule Authorized by Sta	ate Archivist					
	Representative.	, , , , , , , , , , , , , , , , , , , ,						
Date	. 1	Date March 2011						
			1					
Signature			Ic/ genfu					
		Leon	Ic/ grenter					
Typed Name	e <u>Scott Mesneak</u>	Signature	7. /					
Title 177	December Detection District							
Title <u>IT 8</u>	Records Retention Director							

Schedule No. CIII7

Page 2 of 5

Agency

Cecil County Government

		zinergeney corvides
Item No.	Description	Retention
	 I. Equipment Issue Receipt – Emergency Medical Services (DES 09-062) J. Inventory Price List (DES 09-054) K. Loaned Equipment Inventory – Technical Support (DES 09-019) L. Receipt of Equipment (DES 09-064) 	Retain hard copy for one (1) year from the end of the fiscal year the file was closed then destroy.
	M. Special Purchasing Department Inventory (DES 09-045) N. Station Inventory (DES 09-044)	Retain hard copy for six (6) months after the file was closed then destroy.
2	Forms, Reports, Checklists and Logs A. Exposure Determination Checklist (DES 09-003) B. Pager Repair Form – Technical Support	Retain hard copy permanently and transfer annually to Archives for permanent preservation.
	 C. Advanced Airway Procedure Data Form (DES 09-021) D. Electronic Maryland Ambulance Information System Patient Care Reports E. Information Request Form (DES 09-008) F. Incident Reporting Form (DES 09-053) 	Retain hard copy for five (5) years from the end of the fiscal year the file was closed then destroy. Retain hard copy for three (3) years from the end of the fiscal year the file was closed then destroy.
	 G. Building Inspection Checklist (DES 09-041) H. Daily Vehicle Maintenance Log (DES 09-014) I. Schedule II Drug Form (DES 09-039) J. Special Report with supplemental page (DES 05-001) K. Training Form (DES 09-052) L. Uniform Issue Form (DES 09-061) M. Waiver of Liability (DES 09-038) N. Work Detail Sheet (DES 09-051) 	Retain hard copy for one (1) year from the end of the fiscal year the file was closed then destroy.
	O. Competencies Yearly Check Sheet (DES 09-060)	Retain hard copy for one (1) year post employment termination then destroy.

Schedule No. CIII7

Page 3

of

5

Agency Cecil County Government

	becare County Government Department	Department of Emergency Services		
Item No.	Description	Retention		
	 P. Suggestion Form (DES 05-002) Q. Emergency Medical Services Ride-a-long Application (DES 09-043) R. Response Determinant Form (DES 09-005) 	Retain hard copy for six (6) months after the file was closed then destroy.		
	S. Equipment Coupons – Technical Support T. Funeral Announcement Form (DES 09-013) U. Paperwork Request Form (DES 09-040) V. Radio Announcement Form (DES 09-011)	Retain hard copy until no longer needed for current business, and then destroy.		
3	HUMAN RESOURCES DOCUMENTS Misc. Forms and Reports A. Weather Notification Form	Retain hard copy permanently and transfer annually to Archives for permanent preservation.		
	B. Electronic Files (DES 09-014)	Retain for one (1) year post employment termination then destroy.		
	C. Emergency Contact Information Form (DES 09-009)	Retain hard copy for one (1) year post employment termination then destroy.		
	 D. Cecil County Department of Emergency Services Confidentiality Agreement (DES 09-042) E. Interview Form (DES 09-007) F. Maryland Institute for Emergency Medical Services Systems Confidentiality Agreement 	Retain hard copy for one (1) year from the end of the fiscal year the file was closed then destroy.		
	G. Department Head Notification List (DES 09-017)	Retain hard copy for thirty (30) days then destroy.		
4	H. Facsimile Cover Sheet (DES 09-010)	Retain according to the retention policy of the document faxed.		
4	Discipline A. Employee/Superior Counseling Form (DES 09-002)	Retain hard copy for one (1) year from the end of the fiscal year the file was closed then destroy.		
DGS 550-1	A			

Schedule No. CILI7

Page 4 of 5

Aa	ency

Cecil County Government

	bepartment Department	Linergency Services
Item No.	Description	Retention
	B. Addressing Ordinance Violation Form (DES 09-020)	Retain hard copy until no longer needed for current business, then destroy.
	C. Employee Warning Form (DES 09-004)	Retain until inactive, and then destroy.
5	Personnel Scheduling	
-	A. Annual Leave Request Form (DES 09-006) B. Shift Fill Worksheet – Communications (DES 09-016) C. Shift Fill Worksheet Emergency Medical Services (DES 09-046)	Retain hard copy for one (1) year then destroy.
	D., Shift Exchange Form (DES 05-003)	Retain hard copy for six (6) months after the file was closed then destroy.
6		-
	QUALITY ASSURANCE	
	A. Emergency Medical Services Incident Report – Green Sheet (DES 09-025)	Retain hard copy for three (3) years from the end of the
	B. Emergency Medical Services Incident Report – Green	fiscal year the file was closed
	Sheet – Additional Narrative (DES 09-025)	then destroy.
	C. Emergency Medical Services Quality Assurance Inquiry Guide (DES 09-027)	
	D. Highest Jurisdictional Official Investigation (DES 09-033)	
	E. Incident Witnesses (DES 09-029) F. Information Collected (DES 09-030)	
	G. Investigation Disposition (DES 09-036)	
	H. Medical Review Committee Meeting (DES 09-032)	
	I. Maryland Institute for Emergency Medical Services	
	Systems 5 & 35 Day Report J. Medical Review Committee Disposition Outcome (DES 09-	
	035)	
	K. Notifications (DES 09-031)	
	L. Quality Assurance Complaint Information (DES 09-028) M. Quality Assurance Remediation Plan (DES 09-034)	

Schedule No. CIII7
Page 5 of 5

Agency

Cecil County Government

Division/Unit Department of Emergency Services

Item No.	Description	Retention
	A. Quality Assurance Report (DES 09-023) B. Quality Assurance Report Additional Narrative (DES 09-024)	Retain hard copy for one (1) year from the end of the fiscal year the file was closed then destroy.
	C. Quality Assurance Worksheet (DES 09-022) D. Quality Assurance Findings (DES 09-037)	Retain hard copy until no longer needed for current business, then destroy.
7	EDUCATION AND TRAINING A. American Heart Association (AHA) Instructor Information (DES 09-048)	Retain hard copy permanently and transfer annually to Archives for permanent preservation.
	B. Answer Sheet (DES 09-047)	Retain hard copy for five (5) years then destroy.
	C. American Heart Association (AHA) Roster (DES 09-050) D. Class Roster (DES 09-001) E. Program Evaluation (DES 09-049)	Retain hard copy for three (3) years from the end of the fiscal year the file was closed then destroy.
DGS 550		

DGS 550-1A

· · · · · · · · · · · · · · · · · · ·	RECORDS MANAC 7275 Waterloo Ro Jessup, Mar 410-79 2. Division Emergency Medical So d records normally filed an 0-020)	ond used as a unit for reference 5: Earliest Y		ear/Latest Year to2010
7. Record Series Format(s) List all Legal Size	Lookup 12. File Become: 0 Number	9: Volume Number 10. Annual A Number	□ File Drawer(s). □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify)	
13. Current Location(s) (Bldg., Floor, Room) Department of Emergency Services Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 17. Is an Index System used? If yes, explain briefly and describe require	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Pes No No No State Pederal Independent Recommended Retention Retain hard copy until no longer needed for current business, then destroy			
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephone Numb		21. Date	9/10/2010

					
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 7275 Waterl Jessup 1. Department/Agency 2. Division			5. Earliest Yi		ear/Latest Year to 2010 es.)
7. Recòrd Series Format(s) List all ■ Letter Size '□ Microfilm		8. Record Series Ser	quence .	9. Volume	. File Drawer(s)
□ Legal Size □ Computer Table		□ Numerical		Number	□ Computer Tape(s)
				Number	ti Other (specify)
□ Audio Tape □ Floppy Disk:	☐ Chronological				
□ Bound Book □ Video Tapė.	Geographical			10: Annual A	Accumulation ☐ File Drawer(s)
Other (specify)	Other (specify)Keyword		vi		
			Lookup		Microfilm Reel(s) .
				Number	□. Computer Tape(s)
				, validei	Cher (specify)
11. File is Used ■ Daliy □ Weekly □ Monthly, □ Annually			12. File Become: 5. Number	s Inactive After	/lonth(s) n Year(s)
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Department of Emergency Services Office			□ Yes		No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Require	ements	
□ Yes ■ No	□ Yes ™ No		■ None □ State □ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ No				rd copy	of for five (5) years from the end of the file was closed then destroy.
lg. Name and Title of Preparer		20. Telephone Numb	per.	21. Date	
Scott Mesneak		410-99			9/10/2010
IT & Records Retention Director					

Instructions -Type or Print a separate form for	SENERAL SERVICES AGENCY RECORDS INVENT		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA		ON	40.5
,with, Necords (Neterlator) derivative (DGC 550-1)	Jessup, M	aryland 20794 799-1930	J	PAGE <u>3</u> OF <u>149</u> 7)
Department/Agency	-2. Division			3. Unit
Department of Emergency Services	Department of Emergency Services Teaching and Education			
DEFINITION - RECORD SERIES: A group of relate	d records normally filed	and used as a uni		
4. Record Series Title AHA Instructor Information (DES 09-048)			5. Earllest Ye	
6. Record Series Description (Briefly describe the types of information/docu		iclude the purpose or fund	tion of the sede	rs.)
Information on all American Heart Association	(AHA) instructors			
7. Record Series Format(s) List all	8. Record Series	Gequence :	9. Volume	D. Sile Detucted
				□ File.Drawer(s)
■ Letter Size '□ Microfilm	□ Àlphabetica	1		Microfilm Reel(s)
Classician D. Computer Tains	- N			□ Computer Tape(s)
🗆 Legal Size 💢 Computer Tape	□ Numerical		Number	Other (specify)
□ Audio Tape □ Floppy Disk	☐ Chranalogia	al .		
🗆 Bound Book 💢 Video Tape,	.ci Geographid	al	10: Annual A	
Other (specify)	■ Other (spec	ify)		☐ File Drawer(s)
	Keywo	d Lookup,		□ Microfilm Reel(s)
			Númber	D Computer Tape(s)
			radiloci	Other (specify)
11. File is Used		12, File Become	s Inactive After	
□ Daily, □ Weekly, □ Monthly, ■ Annually	,	Permane	nt	fonth(s) . Year(s)
		Number		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.)		
Department of Emergency Services Office		. □· Yes ■ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requín	ements	
□ Yes ■ No		None	□ State	ci Federal Independent
17. Is an Index System used? If yes, explain briefly and describe requi	rements	.18. Recommend	led Retention	
□ -Yes ■ No		Retain ha	rd copy	permanently and transfer
		annually t	o Archi	ves for permanent preservation.
10. Name and Title of Propaga.	20 7-1	<u>I</u>	24 . 5	
19. Name and Title of Preparer	20. Telephone Nu		21. Date	9/10/2010
Scott Mesneak IT & Records Retention Director	96-5205		9/10/2010	

each new or revised record series. Forward RECORD with Records Retention Schedule (DGS 550-1) 7275 Wa Jes 1. Department/Agency 2. Division			ng and Education s normally filed and used as a unit for referer		AGENCY RECORDS INVENTORY PAGE
				L	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Rosters for American Heart Association (AHA) classes that are taught					
		-:			
7. Record Series Format(s) List all Letter Size D Microfilm Alphabetical Legal Size D Computer Tape Numerical Audio Tape D Floppy Disk D Chronological Bound Book D Video Tape Geographical Other (specify) Keyword) Lookup 12. File Beçame	Number 10. Annual A	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) File Drawer(s) Microfilm Reel(s) Computer Tape(s)	
□ Daliy, □ Weekly ■ Monthly □ Annually			3 Number	6 8	Abnth(s) ■ Yéar(s)
13. Current Location(s) (Bidg., Floor, Room)			14 Is Pared Soria	- Duraffacted El	
Department of Emergency Services Office			14. Is Record Serie		sewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No			16. Audit Requin ■ None	ements	□ Federal □ Independent .
17. Is an Index System used? If yes, explain briefly and describe requirements Pes No				rd copy	for three (3) years from the end the file was closed then destroy.
19. Name and Title of Preparer		20. Telephone Numb		21. Date	9/10/2010
Scott Mesneak 410-99 IT & Records Retention Director		6-5205		9/10/2010	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Annual Leave Request Form (DES 09-006) 6. Record Series Description (Briefly describe the types of information/doc For the purpose of scheduling leave.	RECORDS MANAC 7275 Waterloo Ro Jessup, Mar 410-79 2. Division	cords normally filed and used as a unit for refere		ear/Latest Year to 2010
7. Record Series Format(s) List all Letter Size	B. Record Series Se Alphabetical Numerical Chronological Geographical Other (specify Keyword	D File Drawer(s), D Microfilm Reel(s) Computer Tape(s) Number 10. Annual Accumulation D File Drawer(s) D Microfilm Reel(s) Computer Tape(s) Number Computer Tape(s) Number D Computer Tape(s)		Microfilm Reel(s) Computer Tape(s) Other (specify) File Drawer(s) Microfilm Reel(s) Computer Tape(s) Computer Tape(s)
Tt. Tije is Oseu	!	12. File Become:	s Inactive After	ľ
■ Daily □ Weekly □ Monthly □ Annually	,	Number		/onth(s) ■ Year(s)
13. Current Location(s) (Bldg., Floor, Room)	!	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Department of Emergency Services Office		⊡ Yes		No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	
□ Yes ■ No		■ Nane	□ State	□ Federal □ Independent ·
17. Is an Index System usec? If yes, explain briefly and describe requi	18. Recommend Retain ha		for one (1) year then destroy.	
An About and Title of Physics	20. Talashana Num		2: 534	
19. Name and Title of Preparer Scott Mesneak 410-99 IT & Records Retention Director		Dec. 21. Date 9/10/2010		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Answer Sheet (DES 09-047) 8. Record Series Description (Briefly describe the types of information/doc Answer sheet for testing purposes	410-75 2. Division Teaching and Education d records normally filed a	GEMENT DIVISION OF THE PROPERTY OF THE PROPE	3. Unit 3. Unit it for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year
7. Record Series Format(s) List 211 Letter Slze	B. Record Series Se Alphabetical Chronologica Geögraphical Other (specifi	Л Л. Lookup.	9: Valume File Drawer(s). Mcrofilm Reel(s) Computer Tape(s) Number Other (specify)
13. Current Location(s) (Bldg., Floor, Room) Department of Emergency Services Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) U Yes No		14. Is Record Serie: □ Yes 18. Audit Require	es Duplicated Elsewhere? (If yes, specify agency or office.) No rements
- ···			S state S state S state S
17. Is an Index System used? If yes, explain briefly and describe requi	rements	l	ard copy for five (5) years then destroy.
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephone Num 410-9 9	_{ber} 6-5205	21. Date 9/10/2010

Instructions –Type or Print a separate form for	DEDARTMEN	T OF GENERAL SER	VICES.	AGENCY RECORDS INVENTORY		
	•					
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION					
with Records Retention Schedule (DGS 550-1)	7275 Wate	rloo Road, P.O. Box 2	175	PAGE OF		
	Jessu	p, Maryland 20794				
	410-799-1930					
1. Department/Agency	-2. Division	liaal Carriage		3. Unit		
Department of Emergency Services	Emergency Med	lical Sejvices				
DEFINITION DECORD CERTS A		7				
4. Record Series Title	d records normally	tiled and used as a ur	and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year			
Building Inspection Checklist (DES 09-041)			J. Lants ac	'		
(_{to} _2010_			
Record Series Description (Briefly describe the types of information/docu	iments/forms found in the s	eries. Include the numase or fu	nction of the sec	ies).		
Used to document the conditions of the medic		ches. Welder the purpose of tel	nedon or are ser	(
good to about this are gorialized of the mode	stations.					
7. Record Series Format(s) List all	8. Record	Series Sequence	9: Volume			
		•		□ File Drawer(s)		
•			1	□ · Microfilm Reel(s)		
■ Letter Size ⊔ Microfilm	p Alpi	nabetical	1	LI MICIOIII NEEKS		
			l	© Computer Tape(s)		
🛘 Legal Size 🗘 Computer Tape	□ Nur	nerical	Number	Other (specify)		
□ Audio Tape □ Floppy Disk	□ Chr	onological	ŀ	u Oner (specify)		
D Bound Book D Video Tape	□ Geo	ographical	10. Annual	Accumulation File Drawer(s)		
□ Other (specify)	■ Oith	er (specify)				
	l k	eyword Lookup		Microfilm Reel(s)		
				Computer Tape(s)		
			Number	a compact rape(s)		
				□ `Other (specify)		
11. File is Used		12. File Becom	es Inactive Afte	r		
- D		1				
■ Dality, □ Weekly, □ Monthly, □ Annually	,	<u> </u>	o' Month(s)			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Sen	ies Duplicated E	lsewhere? (If yes, specify agency or office.)		
Department of Emergency Services Office		□ Yes	No.			
		LL TES	□ Yes: ■ No			
		<u> </u>	•			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Addit Requ	frements			
□ Yes ■.No		■ Nane	□ State	□ Federal □ Independent		
17. Is an index System used? If yes, explain briefly and describe requi	rements	.18. Recommen	ided Retention			
□ Yes ■ No		Retain ha	ard copy	y for one (1) year from the end of		
	the fiscal	year th	e file was closed then destroy.			
			,			
						
19. Name and Title of Preparer	20. Telept	none Number	21. Date			
Scott Mesneak	4	10-996-5205		9/10/2010		
IT & Records Retention Director						
1			1			

Instructions -Type or Print a separate form for	DEPARTMENT OF C	SENERAL SERV	/ICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R			0	
Will (1000) and (1000).		oau, F.O. 60x 27 ryland 20794		PAGE 8 OF	
		99-1930			
Department/Agency	2. Division			.3. Unit	
Department of Emergency Services	Emergency Medical S	ervices	1		
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title	d records normally filed a	nd used as a uni			
Cecil County Department of Emergency Service	es Confidentiality Agr	5. Earliest Year/Latest Year			
09-042)	es Comucinanty / Gr	eement (DLC	l —	_ to	
Record Series Description (Briefly describe the types of Information/docu	ments/forms found in the series. Inc	hide the purpose or fund	rtion of the serie	oč).	
Used for the purpose of ensuring that personn					
	• · · · · · · · · · · · · · · · · · · ·			a respectively rise (i.m. ring) regularized	
	<u>, </u>	_			
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume	5 5% Democracy	
				File Drawer(s)	
■ Leiter.Size □ Microfilm	D Alphabetical			☐ Microfilm Reel(s)	
E LECCUSION G MAGAGINI	Alphabetical			Computer Tape(s)	
□ Legal Slze □ Computer Tape	.a Numerical		Numbër		
□ Audlo Tape □ Floppy Disk	 Chronological 	,		Other (specify)	
- P d P					
🗖 Bound Book 💢 Video Tape	☐ Geographical		10. Annual A	ccumulation File Drawer(\$)	
Other (specify)	■ Other (specify	<i>»</i>		n (in protecto)	
	Keyword	l Lookup		□ Microfilm Reel(s)	
				□ Computer Tape(s)	
			Number	i Other (specify)	
11. File is Used		F. 5. 5. 5.		U Ones (specify)	
11. File is Used			s Inactive After		
□ Daily □ Weekly □ Monthly ■ Annually		1		fonth(s) ■ Year(s)	
		Number			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	s Duplicated Els	sewhere? (If yes, specify agency or office.)	
Department of Emergency Services Office		□ Yes ■ No			
		5 5			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		10 Audit Boouler			
13. ALLESS MESUILLUIIS (II 1 63) DIC LEMIS) CHITEGUISUUTI(S)		:16. Audit Requirements			
□ Yes ■ No		■ ·None	□ State	□ Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe require	omante	19. Récommended Retention			
	ments			for one (4) wear from the and of	
□ Yes ■ No				for one (1) year from the end of	
				e file was closed then destroy.	
				· ·	
				·	
19. Name and Title of Preparer	20. Telephone Numb	per	21. Date		
Scott Mesneak	410-99	6-5205		9/10/2010	
IT & Records Retention Director					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Class Roster (DES 09-001) 8. Record Series Description (Briefly describe the types of Information/doc Rosters for all Emergency Medical Services to	2. Division Teaching	CORDS MANAC 75 Waterloo Ro Jessup, Mar 410-79 g and Education	9-1930 On and used as a uni	t for refere	ear/Latest Year 	
7. Record Series Format(s) List all Letter Size	8. Record Series Sequence. Alphabetical Numerical Chronological Geographical Other (specify) Keyword Lookup.		ĵ	9: Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)		
11. File is Used		1	12, File Become	s Inactive After		
□ Daily □ Weekly ■ Monthly □ Annually 13. Current Location(s) (Bidg., Floor, Room)			3 Month(s) Year(s) Number 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Department of Emergency Services Office			Tay Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No				1β. Audt Requirements ■ None □ State □ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No				rd copy	for three (3) years from the end the file was closed then destroy.	
19. Namé and Title of Preparer Scott Mesneak IT & Records Retention Director		20: Telephone Numb		21. Date	9/10/2010	

				
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Competencies Yearly Check Sheet (DES 09-0) 6. Record Series Description (Briefly describe the types of Information/docord Documents the hazardous material technician	2. Division Haz Mat direcords normally filed a 060)	GEMENT DIVISION OF THE PROPERTY OF THE PROPERT	t for reference Ye	ear/Latest Year to 2010
7. Record Series Format(s) List all Letter Size	B. Record Series Se □ Alphabetical □ Numerical □ Chronological □ Geographical ■ Other (specify Keyword	12. File Become:		□ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify) □ Microfilm Reel(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify) □ Other (specify)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ■ No	□ Yes ■ No 16. Audit Requirements ■ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requi	Retain hard copy for one (1) year post employment termination then destroy.			
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20: Telephone Num 410-99		21. Date	9/10/2010

		 			
Instructions -Type or Print a separate form for	DEPARTMENT OF	GENERAL SERV	IERAL SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA				
with Records Retention Schedule (DGS 550-1)		Road, P.O. Box 27		41	
intervious de ristantes response (p.e.e. esse ri)		ryland 20794	Ü	PAGE. 11 OF	
	-	99-1930			
1. Department/Agency	2. Division	,	3. Unit		
Department of Emergency Services	i				
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title	ed records normally filed	and used as a uni		nce as well as retention and disposition purposes.	
Daily Vehicle Maintenance Log (DES 09-014)	ſ	_{to_} 2010			
,	-			to:2010	
B. Record Series Description (Briefly describe the types of information/doc	uments/forms found in the series. In	clude the purpose or fund	ction of the seri	es.)	
To document daily vehicle checks for any not	e deficiencies.				
7. Record Series Format(s) List all	8 Record Series S	equence.	9. Volume		
**		,		File Drawer(s)	
				Microfilm Reel(s)	
■ Letter Size '□ Microfilm	 Alphabetica 				
🗆 Legal Size 💢 Computer Tape	□ Numerical		Number Other (specify)		
□ Audio Tape □ Floppy.Disk	☐ Chronologic	al			
□ Bound Book □ Video Tapo	🛚 Geographic	ał	10: Annual A	Accumulation	
□ Other (specify)	■ Other (speć	fý)		☐ File Drawer(s)	
•	Keywor	d Lookup		□ Microfilm Reel(s)	
	,			Computer Tape(s)	
			Number		
			á	□ Other (specify)	
11. File is Used		12. File Become	s Inactive After		
	¥	1		Month(s)	
,		Number			
13. Current Location(s) (Bldg., Floor, Room)	 	14. Is Record Serie	s Duplicated E	sewhere? (If yes, specify agency or office:)	
Department of Emergency Services Office					
		D Yes	•	No	
4E Access Cooking and Constitution of the Cons		.10			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		·16. Audit Requir	ements		
□ Yes 🔳 Na		■ None	□ State	□ Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe requ	irements	.18. Recommend	ied Retention		
		II.		for one (1) year from the end of	
□ Yes □ No		II .		e file was closed then destroy.	
		une nacal	y Cai ui	c me was oloseg their destroy.	
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		1	1		
19. Name and Title of Preparer	20. Telephone Nur	nber	21. Date		
Scott Mesneak	410-9	96-5205		9/10/2010	
IT & Records Retention Director					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF GENERAL SERVICES' RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Communications			PAGE 12 OF 71	
Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Department Head Notification List (DES 09-01)	and used as a uni	to 2010			
8. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) To check list the department heads when making notifications during severe weather.					
7. Record Series Format(s) List all ■ Letter Size. □ Microfilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk □ Bound Book □ Video Tape. □ Other (specify)	8, Record Series Sequence. Alphabetical Numerical Chronological Geographical Other (specify) Keyword Lookup		9: Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Microfilm Reel(s) Microfilm Reel(s) Computer Tape(s) Number Computer Tape(s)		
11. File is Used Daily . Weekly. Monthly Annually	12. File Becomes Inactive After				
13. Current Location(s) (Bidg., Floor, Room) Department of Emergency Services Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■. No	16. Audit Requirements ■ None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requi		rd copy	for thirty (30) days then destroy.		
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephone Nur 410-9	^{mber} 96-5205	21. Date	9/10/2010	

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Instructions –Type or Print a separate form for	DEPARTMENT OF	CENTEDAL SERV	(ICEC	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward						
	RECORDS MANAGEMENT DIVISIO					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R		' 5	page <u>13</u> of <u>7</u>		
·		ryland 20794 99-1930				
Department/Agency	2. Division	99-1830		3. Unit		
Department of Emergency Services	Technical Support					
				_		
DEFINITION - RECORD SERIES: A group of relate	d records normally filed a	ınd used as a uni	used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title			5. Earliest Y	ear/Latest Year		
Distribution/Inventory of Fixed Assets - Techni	ical Support (DES 09-	063)		_{to} 2010		
6. Record Series Description (Briefly describe the types of information/docu Inventories assets that are issued to all of our		clude the purpose or fund	ction of the seri	es.)·		
inventories assets that are issued to all of our	anieu agencies.					
7. Record Series Format(s) List all	B. Record Series S	equence.	9: Valume			
				□ File-Drawer(s)		
				Microfilm Reel(s)		
■ Letter Size ⊔ Mcrofilm	☐ Alphabetical			Computer Tape(s)		
🗆 Legal Size 💢 Computer Tape	□ Numerical		Number	2 53/14/10/10/2009		
□ Audlo Tape □ Floppy Disk	 Chronologica 	u'		a Other (specify)		
2 / Opty C.S.	a Chilohologica	"				
🖸 Bound Book 💢 Video Tapê.	 Geographica 	ı	10: Annual /	Accumulation		
□ Other (specify)	Other (speci	ý)		□ File Drawer(s)		
	Keywor	d Lookup		□ Microfilm Reel(s)		
			l	Computer Tape(s)		
			Number			
				☐ Other (specify)		
11. File is Used	•	12. File-Become	s Inactive After	•		
■ Daily □ Weekly, □ Monthly, □ Annually		Indefinite	<u>.iy</u>	∕lonth(s) □ Year(s)		
		Number				
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Serie	s Duplicated E	sewhere? (If yes, specify agency or office.)		
Department of Emergency Services Office		B: Vaa	_	NI-		
·		□ Yes		No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		10 110				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16: Audit Require	ements			
□ Yes □ No		■ None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe reguli	rements	.18. Recommend	ied Retention			
and describe legal		1		, normanantly and transfer		
□ .Yes ■ Ņģ				permanently and transfer		
,		armuany t	o Archi	ves for permanent preservation.		
		1				
	-	<u> </u>	Γ			
19. Name and Title of Preparer	20. Telephone Nun	nber.	21. Date			
Scott Mesneak	410-99	96-5205		9/10/2010		
IT & Records Retention Director						
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AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES each new or revised record series. Forward RECORDS MANAGEMENT DIVISION with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 PAGE 14 OF 71 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division Department of Emergency Services DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year Electronic Files (DES 09-014) _{to} 2010 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Provided daily interaction with co-worker, allied agencies, etc. Allows for the retention of needed documents that are produced on a daily basis. 7. Record Series Format(s) List all 8. Record Series Sequence. 9. Valume □ File.Drawer(s) Microfilm Reel(s) ■ Letter Size u Microfilm Alphabetical Computer Tape(s) □ Legal Size Computer Tage Numerical Number ☐ Other (specify)___ ☐ Audio Tape ☐ Floppy Disk D Chronological 🗆 Bound Book □ Video Tape ☐ Geographical 10. Annual Accumulation ☐ File Drawer(s) □ Other (specify)_ Other (specify) □ Microfilm Reel(s) Keyword Lookup Computer Tape(s) Number D Other (specify) File is Used File Becomes Inactive After Monthly Month(s) Year(s) Number 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.) Department of Emergency Services Office □ Yes Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements □ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Retain for one (1) year post employment □ ·Yes ■ No termination then destroy. 19. Name and Title of Preparer 20. Telephone Number '21. Date Scott Mesneak 410-996-5205 9/10/2010 IT & Records Retention Director

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with Records Retention Schedule (DGS 550-1)		ECORDS MANAC 275 Waterloo Ro			4	
			oad, P.O. Box <i>21</i> ryland 20794	5	PAGE <u>15</u> OF <u>1</u>	
			99-1930			
1. Department/Agency	2. Division	** " 10			3. Unit	
Department of Emergency Services	Emerge	ency Medical S	ervices			
DEFINITION - RECORD SERIES: A group of relate	d records	normally filed a	nd used as a lin	it for refere	noo oo well as retention and disposition purposes	
4. Record Series Title					ear/Latest Year	
Electronic Maryland Ambulance Information S	ystem P	atient Care Re	ports		_ _{to} 2010_	
6. Record Series Description (Briefly describe the types of Information/docu Documentation of patient care	iments/forms f	found in the series. Incl	lude the purpose or fund	ction of the serie	es.)	
Documentation of patient care						
7. Record Series Format(s) List all		T to D and Codes Co				
7. Record Series Formad(s) List an	!	8. Record Series Ser	quence	8. Valume	□ File Drawer(s)	
	ļ			İ	□ Microfilm Reel(s)	
■ Letter Size □ Microfilm	l	 Alphabetical 		1		
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		□ Chronological				
🛘 Bound Book 🗘 Video Tape		□ Geographical		10. Annual A		
□ Other (specify)	Other (specify)'				File Drawer(s)	
		Keyword Lookup			Microfilm Reel(s)	
:				Number	□ Computer Tape(s)	
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11. File is Used		<u> </u>	12: File Become:	s Inactive After		
■ Daily □ Weekly, □ Monthly □ Annually	,		5	пх	/onth(s) ■ Year(s)	
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13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)	
Department of Emergency Services Office						
			□ Yes ■ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Require			
			10, Audic Nequire	ements		
□ Yes ■ No			■ None	□ State	□ Federal .□ Independent	
17. Is an Index System used? If yes, explain briefly and describe requin	ements		19. Recommended Retention			
□ Yes ■ No					for five (5) years from the end of	
			the fiscal	year the	e file was closed then destroy.	
			L			
19. Name and Title of Preparer		20. Telephone Numb	per	21. Date		
Scott Mesneak		410-996	6-5205		9/10/2010	
IT & Records Retention Director						
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Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) T275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1830 T2. Division T				
with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purpose.				
Jessup, Maryland 20794 410-799-1930 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purports.	<u> </u>			
Department of Emergency Services DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purpose.				
Department of Emergency Services DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purpo				
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purpo				
4. Record Series Title 5. Earliest Year/Latest Year	988.			
]			
Emergency Contact Information Form (DES 09-009)	_{to_} _2010			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)				
Used to maintain a list of employee's emergency contacts				
7. Record Series Format(s) List all 8. Record Series Sequence. 9. Volume				
□ File Drawer(s)				
Microfilm Reel(s)				
■ Letter Size □ Microfilm □ Álphabetical □				
□ Legal Size □ Computer Table □ Numerical Number				
□ Audio Tape □ Floppy Disk □ Chronological				
□ Bound Book □ Video Tape. □ Geographical 10. Annual Accumulation				
□ File Drawer(s)				
□ Other (specify) □ Microfilm Reel(s)				
Keyword Lookup				
D Computer Tape(s) Number				
□ Other (specify)				
11. File is Used 12. File Becomes Inactive After				
□ Ďally, □ Weekly, □ Monthly, ■ Annually 1 □ Month(s) ■ Year(s)				
Number				
13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Department of Emergency Services Office □ Yes □ No	□ Yes ■ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 18. Audit Regulrements				
. □ Yes ■ No ■ None □ State □ Federal □ Independent				
a res a rescribe a res				
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention				
Retain hard copy for one (1) year post				
employment termination then destroy.				
				
19. Name and Title of Preparer 20. Telephone Number 21. Date				

						
Instructions - Type or Print a separate form for			SENERAL SERV		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)			SEMENT DIVISI pad, P.O. Box 27		Am	
with Necords Neterition occupation (DGC 330-1)			yland 20794	J	PAGE	
	4 0-799-1930					
Department/Agency Department of Emergency Services	·2. Division				3. Unit	
Department of Emergency Services						
DEFINITION - RECORD SERIES: A group of relate	d records	normally filed a	nd used as a uni			
4. Record Series Title Employee/Supervisor Counseling Form (DES	na naoi		5. Earliest Year/Latest Year			
Employed cupervisor counseling Form (DEC	03-002)		_{to} <u>2010</u>			
8. Record Series Description (Briefly describe the types of information/doc	uments/forms f	ound in the series. Incl	lude the purpose or fund	tion of the seri	95.)	
To allow supervisors to document counseling	sessions	with employe	es for the prog	ressive o	liscipline process.	
7. Record Series Format(s) List all		8. Record Series Se	dneuce	9. Volume	. D File Drawer(s)	
					□ Microfilm Reek(s)	
■ Letter Size □ Microfilm		D Alphabetical			•	
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11. File is Used				ș Inactive After		
■ Daliy, □ Weekly. □ Monthly, □ Annually	<i>t</i>		1 Number	0 1	vlonth(s) 🛕 Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14 le Remed Serie	s Dunllested El	(Southere? (If yee specify agency or office)	
Department of Emergency Services Office			14. Is Record Series Duplicated Etsewhere? (If yes, specify agency or office.)			
			D; Yes ■ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			18. Audit Reguin	ements		
□ Yes ■ No			■ None	□ State	D Federal D Independent	
17. Is an Index System used? If yes, explain briefly and describe requi	irements			led Retention	(for one (4) year from the one def	
□ Yes ■ Ng					/ for one (1) year from the end of e file was closed then destroy.	
			une nacal	year ur	e nie was closed then desitoy.	
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19. Name and Title of Preparer		20. Telephone Numb	er	21. Date		
Scott Mesneak		410-99		L. Date	9/10/2010	
IT & Records Retention Director		710 00			5.15.25.4	
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of related A Record Series Title Employee Warning Form (DES 09-004) 6. Record Series Description (Briefly describe the types of Information/document of the series of the series to document disciplinary	4 10-7 2. Division d records normally filed a	GEMENT DIVISIONAL P.O. Box 27 ryland 20794 39-1930 Indiused as a un	on 75 it for refere 5. Earliest Y	ear/Latest Year to
		•		
7. Record Series Format(s) List all Letter Size	Record Series Seri	ı .	9. Volume Number 10. Annual A	□ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify) ccumulation □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s)
			TAGITIDE	Other (specify)
11. File is Used □ Daily ■ Weekly □ Monthly □ Annually		12: File Become	s Inactive After	Aonth(s)
		Number		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	s Duplicated Ele	sewhere? (If yes, specify agency or office.)
Department of Emergency Services Office		□ Yes		No .
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		15. Audit Requir	ements	
□ Yes ■ No		■ ·None	State	□ Federal □ Independent
17. Is an Index System used? If yes, explain briefly and describe requin	ements	18 Recommend	led Retention	
□ Yes ■ No		Retain un	til inact	ive, and then destroy.
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephone Num		21. Date	9/10/2010

					
Instructions -Type or Print a separate form for	DEPARTMENT OF C	SENERAL SERV	/ICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVIS	ION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			to 3)	
		yland 20794		PAGE 19 OF 71	
	410-799-1930				
Department/Agency	2. Division	-		3. Unit	
Department of Emergency Services	Emergency Medical S	ervices			
DEFINITION - RECORD SERIES: A group of related	d records normally filed a	nd used as a un	it for refere	nce as well as retention and disposition purposes.	
4. Record Series Title				eaṛ/Latest Year	
Emergency Medical Services Incident Report -	Green Sheet (DES 09	9-025)		_,,_2010_	
6. Record Series Description (Briefly describe the types of Information/docum	ments/forms found in the series. Inc	lude the purpose or fun	ction of the serie	es.)·	
Documents quality assurance issues as reporte	ed by the personnel in	volved.			
, ,	, ,				
7. Record Series Format(s) List all	B. Record Series Se	nuence	9. Volume		
		450.100	o, voidino	□ File Drawer(s)	
■ Letter Size	 Alphabetical 			Microfilm Reel(s)	
Section 5.15	L Apriaceda			□ Computer Tape(s)	
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E Audio Torr				Other (specify)	
□ Audio Tape □ Floppy Dlsk	☐ Chronological				
□ Bound Book □ Video Tape	 Geographical 		10. Annual A	ccumulation	
				□ File Drawer(s)	
Other (specify)	Other (specify)			- Managin Barres	
	Keyword Lookup			□ Microfilm Reel(s)	
				Computer Tape(s)	
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11. File is Used		12: File Become	s Inactive After		
■ Daily □ Weekly □ Monthly □ Annually] 3	'nм	donth(s) ■ Year(s).	
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13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)	
Department of Emergency Services Office		□ Yes ■ No			
			_		
	· · · · · · · · · · · · · · · · · · ·				
15. Access Restrictions (If Yes, cite Law(s): & Regulation(s)		16. Audit Requir	ements		
□ Yes ■ No		■ .None	□ State	□ Federal □ Independent	
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17. Is an Index System used? If yes, explain briefly and describe required	18. Recommended Retention				
n Va	Retain ha	rd copy	for three (3) years from the end		
□ Yes □ No			the file was closed then destroy.		
		or the hac	ai yeai	the me was closed then desirby.	
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·		<u> </u>			
19. Name and Title of Preparer	20. Telephone Numb	ner	21. Date		
·	l '			040/0040	
Scott Mesneak IT & Records Retention Director	410-99	0-0205		9/10/2010	
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Instructions –Type or Print a separate form for	DEPARTMENT OF (AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVISI	ION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box 27	75	PAGE <u>20</u> of <u></u> 71		
	Jessup, Ma	ryland 20794				
Department/Agency	410-79	39-1930		0.147		
Department of Emergency Services	Emergency Medical S	ervices		3. Uńlt		
Department of Emergency dervices	Emergency weareare	CIVICCS				
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed a	nd used as a un	d used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title				ear/Latest Year		
Emergency Medical Services Quality Assurar	ice Inquiry Guide (DES	09-027)		_{το} 2010		
6. Record Series Description (Briefly describe the types of information/doc				· ·		
Used to document quality assurance inquires	made during the daily	Quality Assura	ince proce	ess		
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume			
				□ File Dṛawer(s)		
■ Letter Size □ Microfilm	- Nih			□ Microfilm Reel(s)		
Letter.Size Limitalini	Alphabetical		□ Computer Tape(s)			
□ Legal Size □ Computer Tape	:D Numerical [:]	:	Number			
□ Audio Tape □ Floppy Disk	G Chronologica	r ⁱ		Other (specify)		
□ Bound Book □ Video Tape	G. Coographical					
a bound book	☐ Geographical		10: Annual A	Accumulation □ File Drawer(s)		
□ Other (specify)	■ Other (specifical)	<i>^</i>		***		
•	Keyword	Lookup		☐ Microfilm Reel(s)		
·			<u> </u>	Computer Tape(s)		
			Number	Other (specify)		
11. File is Used		12. File Become	s Inactive After	· ·		
		3				
■ Daily □ Weekly □ Monthly □ Annually	•	□ Month(s) ■ Year(s). Number				
		·				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)		
Primary Data Center		□ Yes ■ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
□ Yes ■ No		■ None □ State □ Federal □ Independent				
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17. Is an Index System used? If yes, explain briefly and describe requi	rements	18. Recommended Retention				
□ .Yes ■ No		Retain ha	rd copy	for three (3) years from the end		
		of the fisc	al year	the file was closed then destroy.		
				•		
19. Name and Title of Preparer	20. Telephone:Num	ner	21. Date			
	l '		Zi. Date	0/10/2010		
Scott Mesneak IT & Records Retention Director	410-99	0-5205		9/10/2010		
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Instructions -Type or Print a separate form for	DEPARTMENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAC			ا م	
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· · · · · · · · · · · · · · · · · · ·	410-79 2. Division	9-1930		3. Unit	
Department of Emergency Services	Technical Support				
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title	d records normally filed a	nd used as a uni			
Equipment Coupons - Technical Support		5. Earlies: Year/Lates: Year to 2010			
Record Series Description (Briefly describe the types of information/docur	mente forms found in the carine. Inc.	ude the purpose or fine	tion of the code		
Assigned to equipment that is in need of repair				·	
7. Record Series Format(s) List all	9. Record Series Se	quence.	9. Volume		
·				File Drawer(s)	
■ Letter Size □ Microfilm	□ Alphabetical			Microfilm Ree ((s) Computer Tape (s)	
□ Legal Size □ Computer Tape	 Numerical 		Number	Other (specify)	
🛚 Audio Tape 💢 Floppy Disk	□ Chronological				
🗅 Bound Book 💢 Video Tape,	d Geographical		10: Annual A	ccumulation □ File Drawer(s)	
Other (specify)	■ Other (specify Keyword			□ Microfilm Reel(s)	
·	i/cyword	LOOKUP.		Computer Tape(s)	
			Number	□ 'Other (specify)	
11. File is Used		12. File Become:	s Inactive After		
■ Daily □ Weekly. □ Monthly, □ Annually		0 ■ Month(s) Year(s) Number			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	s Duplicated Els	sewhere? (If yes, specify agency or office:)	
Department of Emergency Services Office		a⁺ Yes· ■ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements		
☐ Yes ■ No		■ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe require	ements	18. Recommend			
□ Yes ■ No				until no longer needed for then destroy.	
				,	
		<u> </u>			
19. Name and Title of Preparer Scott Mesneak	20: Telephone Numb		21. Date	9/10/2010	
IT & Records Retention Director	1,0-99	0 0200		0.10/2010	
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Instructions -Type or Print a separate form for	DEPARTMENT OF C		•	AGENC I RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Re	oad, P.O. Box 27	75	PAGE 17 OF 1		
	Jessup, Mar	yland 20794				
Department/Agency		9-1930				
- ·	2. Division Emergency Medical S	antigos		-3. Unit		
Department of Emergency Services	Linergency Medical O	CIVICES				
DEFINITION - RECORD SERIES: A group of related	d roopeds namedly filed a	-d				
4. Record Series Title	Tracords Horriany med a	nd used as a un		ear/Latest Year		
Equipment Issue Receipt - Emergency Medical	Services (DES 09-06	52)		_ _w _2010		
			-	toto		
6. Record Series Description (Briefly describe the types of Information/documents)	ments/forms found in the series. Inc	lude the purpose or fund	ction.of.the serie	ss.)·		
To check list uniforms and equipment issues to	Emergency Medical	Services perso	onnel			
				•		
7. Record Series Format(s) List ali	8. Record Series Se	ouence	9. Volume			
			,	Fite Drawer(s)		
				□ Microfilm Reel(s)		
■ Letter Size □ Microfilm	☐ Alphabetical			= 11000 mm (1001/3)		
□ Legäl Size □ Computer Tape	;ἁ Numerical-		Number	Computer Tape(s)		
:			14020	Other (specify)		
□ Audio Tape □ Floppy Disk	Chronological					
□ Bound Book □ Video Tape	☐ Geographical		10: Annual A	ccumulation		
Other (specify)	Other (specify	h		□ File Drawer(s)		
	Keyword			□ Microfilm Real(s)		
	Reyword	Соокар				
				□ Computer Tape(s)		
				Other (specify)		
11. File is Used		12. File Become	s Inactive After			
□ Daily □ Weekly □ Monthly ■ Annually		1	_	lonth(s) Year(s).		
		Number		,		
13. Current Location(s) (Bidg., Floor, Room)		14 Is Record Seite	s Dunlicated Els	sewhere? (If yes, specify agency or office.)		
Department of Emergency Services Office						
		□ Yes ■ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
□ Yes ■ No		■ None □ State □ Federal □ Independent				
•				·		
17. Is an Index System used? If yes, explain briefly and describe require						
17. Is an Index System used? If yes, explain briefly and describe required	ments	18. Recommend		, , , , , , , , , , , , , , , , , , ,		
□ Yes ■ No				for one (1) year from the end of		
			year the	e file was closed then destroy.		
19. Name and Title of Preparer	20. Telephone Numb	er	21. Date			
Scott Mesneak	410-99	₆₋₅₂₀₅		9/10/2010		
IT & Records Retention Director		· -		···		
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Instructions -Type or Print a separate form for	DED	A DTMENT OF C	CNEDAL CEDV	110EC	AGENCY RECORDS INVENTORY		
1		ARTMENT OF G					
each new or revised record series. Forward	RECORDS MANAGEMENT DIVIS			ON			
with Records Retention Schedule (DGS 550-1)	7:	275 Waterloo Ro	oad, P.O. Box 27	75	PAGE 123 OF 11		
	Jessup, Maryland 20794						
Department/Agency	2. Division	410-79	9-1930		2.4.3		
Department of Emergency Services	2. UIVISION				3. Unit		
pepartment of Emergericy Services							
DEFINITION - RECORD SERIES: A group of relate	dd-			1 f = f =			
4. Record Series Title	a recoras	normally filed at	no useo as a uni		rear/Latest Year		
Exposure Determination Checklist (DES 09-00)3)				_{to} _2010_		
,	,			-	to		
6. Record Series Description (Briefly describe the types of information/docu	ments/forms I	found in the series. Incl	ude the purpose or fund	tion of the seri	es,).		
To allow for documentation of possible commi					·		
Medical Services personnel.	•	•			,		
					·		
<u> </u>							
7. Record Series Format(s) List all		8. Record Series Se	quence.	9. Volume			
					□ File Drawer(s)		
•					Microfilm Reel(s)		
■ Letter Size Microfilm		☐ Alphabetical					
□ Legal Size □ Computer Tape		□ Numerical		Number	□ Computer Tape(s)		
	L Numerica,			, taribur	D' Other (specify)		
□ Audlo Tape □ Floppy Disk		□ Chronological			•		
□ Bouñd Book □ Video Tape,		D Geographical		10 Annual	Accumulation		
				10.74110212	□ File Drawer(s)		
□ Other (specify)	■ Other (specify)		· ——		E Microfilm Rupt(c)		
· ·		Keyword	Lookup		Microfilm Reel(s)		
					Computer Tape(s)		
				Number	□ [°] Other (specify)		
				L			
11. File is Used			12. File Become	s Inactive After	,		
□ Dally, ■Weekly. □ Monthly, □ Annually			Permane	<u>nt</u> .	vionth(s) D. Year(s)		
			Number				
;							
13. Current Location(s) (Bidg., Floor, Room)			14 le Record Serie	e Dunllcated E	Is purpose? (If you consist accord or office.)		
Department of Emergency Services Office			14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.)				
_ spannent of Emergency delines office			□ Yes ■ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes ■ No							
□ Yes ■ No			■ None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requir	rements		.18. Recommend	led Retention			
D. Von			Retain ha	rd conv	permanently and transfer		
□ .Yes ■ `Ņģ					ives for permanent preservation.		
				O / (I O) II	is co for permanent preservation.		
		I		<u> </u>			
19. Name and Title of Preparer		20. Telephone Numl	oer.	21. Date			
Scott Mesneak		410-99	6-5205		9/10/2010		
IT & Records Retention Director							
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Instructions –Type or Print a separate form for	DEP	ARTMENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward		CORDS MANAC	•				
with Records Retention Schedule (DGS 550-1)							
With Records Retention Schedule (DGS 550-1)	1.	275 Waterloo Ro		5	PAGE 14 OF 1		
		Jessup, Mar 410-79	-				
Department/Agency	·2. Division	:* <u>:</u>	0 1000		3. Unit		
Department of Emergency Services							
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title	d records	normally filed ar	nd used as a uni				
Facsimile Cover Sheet (DES 09-010)				5. Earliest 1	ear/Latest Year		
Tadamina datai andat (BES 45 4.5)					_ _{to} _2010		
6. Record Series Description (Briefly describe the types of Information/docu	meints/forms f	ound in the series. Incl	ude the purpose or fund	tion of the serie	es.)		
Cover sheet for documents faxed to show whe					·		
	•	• •	•		.,		
				•			
7. Record Series Format(s) List all		B. Record Series Ser		A			
7. Record Senes runnags) List all		B. Hecora Senes Sei	quence.	9: Volume	□ File.Drawer(s)		
					- 14 mm Public		
■ Letter Size □ Microfilm		□ Alphabetical			Microfilm Reel(s) Computer Tage(s)		
□ Legal Size □ Computer Tabe							
□ Legal Size □ Computer Tape		□ Numerical		Number G Other (specify)			
□ Audio Tape □ Floppy Disk		 Chronological 					
a Bouña Book a Video Tape		☐ Geographical		10: Annual A	ecumulation		
				10.735.00.	☐ File Drawer(s)		
Other (specify)		Other (specify			Microfilm Reel(s)		
:	Keyword Lookup		Lookup		a Microniti Neer(s)		
				Number	□ Computer Tape(s)		
·				14011.007	□ 'Other (specify)		
11. File is Used		<u> </u>	12. File Become	s Inactive After	· · · · · · · · · · · · · · · · · · ·		
□ Daily ■Weekly. □ Monthly □ Annually			Indefinite	lv .	- N-124		
□ Daily ■Weekly. □ Monthly, □ Annually			Number	<u>.,,</u>	Nonth(s) D. Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)		
Department of Emergency Services Office			□ Yes		Na		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audii Requirements				
□ Yes t∎ No			■ None □ State □ Federal □ Independent				
i 100			= 14010	u otate	u regelar u поеренистя		
17. Is an Index System used? If yes, explain briefly and describe require	ements		.18. Recommend	ed Retention			
□ Yes ■ No			Retain ac	cording	to the retention policy of the		
			document	faxed.			
		٠					
19. Name and Title of Preparer		20. Telephone Numb		21. Date			
·		,		ZI. Date	0/10/2040		
Scott Mesneak IT & Records Retention Director		410-99	6-5205		9/10/2010		

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of related 4. Record Series Title	DEPARTMENT OF GE RECORDS MANAGE 7275 Waterloo Roa Jessup, Marylo 410-789-1 2. Division.	EMENT DIVISIO ad, P.O. Box 275 land 20794	ON 5	AGENCY RECORDS INVENTORY PAGE	
Funeral Announcement Form (DES 09-013) 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) To document needed funeral announcements from the volunter Fire/Emergency Medical Services service					
7. Record Series Format(s) List all ■ Letter Size □ Microfilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk □ Bound Book □ Video Tape. □ Other (specify) □ The is Used ■ Dally □ Weekly □ Monthly □ Annually				□ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify) □ Computer Tape(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Computer Tape(s) □ Other (specify)	
13. Current Location(s) (Bidg., Floor, Room) Department of Emergency Services Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System used? If yes, explain briefly and describe required to the control of	rements	18. Audit Requirent None	ments State	ewhere? (If yes, specify agency or office.) No Federal Independent	
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director		current bus		9/10/2010	

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Instructions -Type or Print a separate form for	DEPARTMENT OF C	SENERAL SERV	ICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVISI	ON	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box 27	' 5	PAGE <u>26</u> OF <u>11</u>
	Jessup, Mai	yland 20794		PAGE OF
		9-1930.		
	·2. Division Haz Mat			3. Unit
bepartment of Emergency Services	riaz mat			
DEFINITION - RECORD SERIES: A group of related	d records normally filed a	nd used as a uni	t for refere	nce as well as retention and disposition purposes.
4. Record Series Title				ear/Latest Year
HazMat 1 Inventory (DES 09-055)				_{to} 2010
	<u></u>			
6. Record Series Description (Briefly describe the types of information/docu Inventory of equipment	ments/forms found in the series. Inc	lude th e purpose or fund	tion of the serie	ss.)
inventory of equipment				
	<u> </u>	**		
7. Record Series Format(s) List all	8. Record Series Se	quence.	9. Volume	□ File.Drawer(s)
•				``
■ Letter Size □ Microfilm	□ Ålphábetical			□ Microfilm Real(s)
El cool Sim B Committee Table				□ Computer Tape(s)
□ Lègal Size □ Computer Tape	□ Numerical.		Number	Other (specify)
□ Audio Tape .□ Floppy Disk	☐ Chronologica	١		
o Souňid Book 💢 Vldeo Tape,	D Geographical		10. Annual Ä	ccumulation
□ Other (specify)	- Other (anni)	á		□ File Ďrawer(s)
d Otter (Specify)	Other (specify	·		Microfilm Reel(s)
	Keyword	Соокир		
			Number	D. Computer Tape(s)
				☐ 'Other (specify)
11. File is Used		12. File-Became	s Inactive After	
□ Daily, ■Weekly. □ Monthly □ Annually		1	0 N	donth(s)
		Number		
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)
Department of Emergency Services Office				
		D Yes		Ņα
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	
☐ Yes ■ No	·	■ None	□ State	□ Federal □ Independent
•				
17. Is an Index System used? If yes, explain briefly and describe require	ements	18. Recommend	ed Retention	
□ Yes ■ No		Retain ha	rd copy	for one (1) year from the end of
				e file was closed then destroy.
			-	·····
19. Name and Title of Preparer	20: Telephane Núm	her	21. Date	
·			Z I. LIAILE	0/10/2010
Scott Mesneak IT & Records Retention Director	410-99	6-5205		9/10/2010
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Instructions –Type or Print a separate form for	DEPARTMENT OF G	ENERAL CEDV	ICES:	AGENCY RECORDS INVENTORY		
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each new or revised record series. Forward	RECORDS MANAG					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	**	' 5	PAGE 27 OF 11		
	Jessup, Mar	yland 20794				
1. Danagement(Access)	410-79	9-1930				
1. Department/Agency	·2. Division		3. Unit			
Department of Emergency Services	Haz Mat			1.		
		···				
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title	ed records normally filed a	nd used as a uni				
HazMat 2 Inventory (DES 09-056)			5. Earliest	∕ear/Latest Year		
Line I montory (DEO 00 000)				_{to}		
6. Record Series Description (Briefly describe the types of information/doc	umonte/forms found in the entire. Live	rida tha simbaga ba Susa	etion of the sine	(20)		
Inventory of equipment	uments/rorms tound in the series. Incl	uae the purpose of fund	ction of the ser	es.)		
inventory or equipment						
7. Record Series Format(s) List all	B. Record Series Se	quence	9. Volume			
	S. Fictoria deries de	4-9-100	5. 10mine	□ File Drawer(s)		
•						
■ Letter Size □ Microfilm	ū Alphabetical			Microfilm Reel(s)		
	a raprocation			□ Computer Tape(s)		
☐ Legal Size ☐ Computer Tape	 Numerical 		Number			
□ Audio Tape □ Floppy Disk	□ Chronological		Other (specify)			
And the second s	a chronological					
o Bound Book o Video Tape	ti Geographical		10: Annual	Accumulation		
Other (specify)	Other (specify	,		□ File Drawer(s)		
	- / /			a' Microfilm Reel(s)		
	Keyword	cookub				
·			Number	□ Computer Tape(s)		
•			14011001	□ 'Other (specify)		
11. File is Used	<u> </u>	12. File Become	s Inactive Afte			
			S Illactive Arte			
□ Daily ■Weekly. □ Monthly □ Annual	1	1		Month(s) Year(s)		
•		Number				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Remid Serie	s Dunllested =	Isewhere? (If yes, specify agency or office.)		
Department of Emergency Services Office		a i icwiu selle	apricateu E	wyon specification and antices		
= 12 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1		□ Yes		No.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements			
□ Yes ■ No		None	□ State	□ Federal □ Independent		
				ļ		
17. Is an Index System used? If yes, explain briefly and describe requ	lrements	.18. Recommend	led Retention			
and the second s		•		for ano (1) year from the and of		
□ Yes ■ No				y for one (1) year from the end of		
		tne tiscal y	year th	e file was closed then destroy.		
10. Name and Title of Dispasses	20.7					
19. Name and Title of Preparer	20. Telephone Numb		21. Date			
Scott Mesneak	410-99	6-5205		9/10/2010		
IT & Records Retention Director				1		
	1		I			

				AGENCY RECORDS INVENTORY PAGE 28 OF 7] 3. Unit nce as well as retention and disposition purposes.
HazMat 3 Inventory (DES 09-057) 6. Record Series Description (Briefly describe the types of information/docur Inventory of equipment	ments/forms found in the series. Incl	lude the purpose or func	ction of the serie	to2010
7. Record Series Format(s) List all Letter Size	B. Record Series) Lookup	Number 10. Annual A Number	□ File Drawer(s) □ Mcrofilm Reel(s) □ Computer Tape(s) □ Other (specify)
13. Current Location(s) (Bidg., Floor, Room) Department of Emergency Services Office 15. Access Restrictions (IFYes, cite Law(s) & Regulation(s) □ Yes ■ No	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ■ No 16. Audit Requirements ■ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe require Yes No	ements		rd copy	for one (1) year from the end of e file was closed then destroy.
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20: Telephone Numb		21. Date	9/10/2010

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES each new or revised record series. Forward RECORDS MANAGEMENT DIVISION with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 PAGE 29 OF 7/ Jessup, Maryland 20794 410-799-1930 1. Department/Agency ·2. Division Department of Emergency Services Haz Mat DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year HazMat 4 Inventory (DES 09-058) _{to} 2010 8. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Inventory of equipment 7. Record Series Format(s) List all 8. Record Series Sequence □ File Drawer(s) ☐ Microfilm Reel(s) ■ Letter Slze ப Microfilm □ Alphabetical ☐ Computer Tape(s) 🗆 Legal Size □ Computer Tabe Number D Other (specify) □ Audio Tape ☐ Floopy Disk Chronological a Bound Book □ Video Tape D Geographical 10. Annual Accumulation ☐ File Drawer(s) ☐ Other (specify)_ Other (specify) a. Microfilm Reel(s) Keyword Lookup O Computer Tape(s) Number ☐ Other (specify) 11. File is Used File Becomes Inactive After □ Daily ■Weekly Monthly ☐ Annualty Month(s) Yéar(s) Number 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Department of Emergency Services Office n Yes Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements d Yes □ State ci Federal Independent is an index System used? If yes, explain briefly and describe requirements Retain hard copy for one (1) year from the end of a Yes the fiscal year the file was closed then destroy. 19. Name and Title of Preparer 20. Telephone Number. 21. Date Scott Mesneak 9/10/2010 410-996-5205 IT & Records Retention Director

Instructions -Type or Print a separate form for	DEPARTMENT OF G	SENERAL SERV	ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAG	GEMENT DIVISI	ON			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Re	oad, P.O. Box 27	' 5	PAGE 30 OF 11		
·	Jessup, Maryland 20794			PAGE OF		
	410-799-1930.					
Department/Agency Department of Emergency Services	·2. Division Haz Mat			3. Unit		
population of Emergency Scivices	1 IOL IVIQE					
DEFINITION - RECORD SERIES: A group of relat	I ed records normally filed a	nd used as a uni	t for refere	nce as well as retention and disposition purposes.		
Record Series Title				ear/Latest Year		
HazMat 6 Inventory (DES 09-059)				_ _{to} _2010_		
Record Series Description (Briefly describe the types of information/do.						
Inventory of equipment	cuments/forms found in the series. Inc	aude the purpose or rund	tion of the sens	ss.)·		
,						
7. Record Series Format(s) List all	8. Record Series Se		9: Volume			
T. Necoto Senes Pulliaris) List au	B. Record Series Se	quence.	9. Volume	□ File Drawer(s)		
				□ Microfilm Reel(s)		
■ Letter Size ⊔ Mcrofilm	D Alphabetical			a Martanian (Secia)		
□ Legal Size □ Computer Tape	√□ Numerical		Number	□ Computer Tape(s)		
	a Numerical		Other (specify)			
□ Audio Tape □ Floppy Disk	 Chronological 					
🗆 Bound Book 💢 Video Tape	□ Geographical		10. Annual À			
Other (specify)	Other (specify	ó		D File Drawer(s)		
	Keyword	Lookup		a. Microfilm Reel(s)		
		·		□ Computer Tape(s)		
			Number			
		<u> </u>	<u> </u>	© Cther (specify)		
11. File is Used .		12. File-Become:	s Inactive After			
□ Ďally ■ Weekly. □ Monthly ;□ Annual	y ' .	1		flonth(s) in Year(s)		
		Number				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)		
Department of Emergency Services Office		□ Yes		No.		
		:				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	-	16. Audit Require	ements			
□ Yes ■ No		■ None	☐ State	□ Federal □ Independent		
-						
						
17. Is an Index System used? If yes, explain briefly and describe requ	ilrements	18. Recommend				
a Yes ■ No				for one (1) year from the end of		
		tne tiscal y	year the	e file was closed then destroy.		
						
19. Name and Title of Preparer	20. Telephone Numi	ber.	21. Date			
Scott Mesneak	410-99	6-5205		9/10/2010		
IT & Records Retention Director						

Industrian Time - Print	DED A BOTA OF THE		"05 5	AGENCY DECORDS INVENTORY		
Instructions -Type or Print a separate form for	DEPARTMENT OF (AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	-	75	PAGE		
		ryland 20794 99-1930				
Department/Agency	2. Division			3. Unit		
Department of Emergency Services	Emergency Medical S	ervices	ŀ			
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title	d records normally filed a	nd used as a un	d used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year			
Highest Jurisdictional Official Investigation (Di	ES 09-033)		S. Comes. 10	_ to _ 2010		
	•			_ to		
6. Record Series Description (Briefly describe the types of information/doc	uments/forms found in the series. Inc	lude the purpose or fund	ction of the series	.)		
Used to document investigation notes during	the quality assurance p	rocess				
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume			
			ĺ	□ File Drawer(s)		
				□ Microfilm Reel(s)		
■ Letter Slize	☐ Alphabetical			□ Computer Tape(s)		
□ Legal Size □ Computer Tape	:□ Numerical		Numbër			
□ Audio Tape □ Floppy Disk	 Chronologica 			Other:(specify)		
D Bound Book D Video Tape						
□ Bound Book □ Video Tape	☐ Geographical		10: Annual Ac	cumulation □ File Drawer(s)		
a Other (specify)	Other (specify	»				
	Keyword	Lookup		□ Microfilm Reel(s)		
			Number	□ Computer Tape(s)		
			Number	Other (specify)		
11. File is Used		12. File Become	s Inactive After			
■ Daily □ Weekly □ Monthly □ Annually		3	= 14	· · · · · · · · · · · · · · · · · · ·		
2 Sally 2 Weekly 2 Worldny 2 Kinidally		Number	□ Month(s) ■ Year(s)			
13. Current Location(s) (Bidg., Floor, Room)		14 to Report Code	a Dunliested Flag	2.06		
Department of Emergency Services Office		14. IS Newly Selle	s Duplicateu Cist	where? (If yes, specify agency or office.)		
, , , , , , , , , , , , , , , , , , , ,		□ Yes ■ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements			
□ Yes ■ No		None	□ State	□:Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requi	ements	18. Recommended Retention				
				for three (3) years from the and		
□ Yes □ No				for three (3) years from the end the file was closed then destroy.		
			ur year i	are the was closed then desitoy.		
	<u> </u>					
19. Name and Title of Preparer	20. Telephone Numi		21. Date			
Scott Mesneak IT & Records Retention Director	410-99	6-5205		9/10/2010		
THA INCOME RELEITION DIRECTOR						

				T T T T T T T T T T T T T T T T T T T	
Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICE			AGENCY RECORDS INVENTORY	
each new or revised record series. Forward					
with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275			- 2	
Will Heading Hateriagn Consider (200, 500-1)	Jessup, Mar		อ	. PAGE <u>32</u> of <u>7/</u>	
		9-1930.			
Department/Agency	2. Division	<u> </u>		3. Unit	
Department of Emergency Services	Haz Mat				
			-		
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title	d records normally filed ar	nd used as a uni		nce as well as retention and disposition purposes.	
Incident Reporting Form (DES 09-053)			o. Lanca.		
				_ to2010	
8. Record Series Description (Brl≘fly describe the types of information/doc	uments/forms found in the series. Incl	ude the purpose or fund	tion of the seri	es.)·	
Documents any hazardous materials incident	s the Haz Mat Team re	sponds on			
7. Record Series Format(s) List all	8. Record Series Ser	nuanca	9. Volume		
The sould be seen as a second	0,1,0,0,0,0,0,0,0,0,0	quence.	a. Woming	□ File.Drawer(s),	
				Microfilm Reek(s)	
■ Letter Size ⊔ Microfilm	□ Álphábetical			II waterman recuts)	
□ Lega Size □ Computer Tape	 Numerical 		 Number	□ Computer Tape(s)	
d beggi Size d Sampater 1995	W Horrongs,		Minne	Other (specify)	
□ Audlo Tape □ Floppy Disk	 Chronological 				
□ Bound Book □ Video Tāpē.	io Geographical		10: Annual À	Accumulation	
□ Other (specify)	■ Other (specify			□ File Drawer(s)	
U Outer (Specialy)				Microfilm Reel(s)	
	Keyword	Lookup,		·	
			Number	□ Computer Tape(s)	
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11. File is Used	•	12, File Beçame	s Inactive After		
□ Daily ■ Weekly. □ Monthly, □ Annualh	v	3.	.	Month(s) • Year(s)	
	, , , , , , , , , , , , , , , , , , ,	Number		initia(5) = (55(5)	
13. Current Location(s) (Bldg., Floor, Room)		14 to Damed Code	Discontrol El	(0.2)	
Department of Emergency Services Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Department of Emergency Co. 11000 Since		□ Yes ■ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		18. Audit Require	ements		
: ⊡Yes ∎.No		■ None	☐ State	🗖 Federal 💢 Independent	
·					
 Is an Index System used? If yes, explain briefly and describe requi 	irements	.18. Recommend			
🗅 Yes 🛢 No				for three (3) years from the end	
		of the fisc	al year	the file was closed then destroy.	
19. Name and Title of Preparer	20: Telephone Numb)er	21. Date		
Scott Mesneak	410-99		•	9/10/2010	
IT & Records Retention Director	410-33	0-5205		9/ 10/2010	

Instructions -Type or Print a separate form for			ENERAL SERV		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION			UN			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			'5	PAGE 33 _ OF 7		
	Jessup, Maryland 20794				1 10c Or		
		410-79	9-1930				
1. Department/Agency	·2. Division				3. Unit		
Department of Emergency Services	Emergen	cy Medical S	ervices				
DEFINITION - RECORD SERIES: A group of relate	d records r	normally filed a	nd used as a uni	t for refere	nce as well as retention and disposition purposes.		
4. Record Series Title				5. Earllest Ye	ear/Latest Year-		
Incident Witnesses (DES 09-029)					_{to} 2010		
6. Record Series Description (Briefly describe the types of information/doc	uments/forms for	und in the series. Incl	ude the purpose or fund	tion of the serie	s.)		
Used to document witness information during	quality as	surance inqu	iries				
• • • • • • • • • • • • • • • • • • • •	, ,						
			•		Į.		
7. Record Series Format(s) List all	T	8. Record Series Se	quence	9. Volume			
				J. 1960116	O File Drawer(s)		
					· ·		
■ Letter Size ⊔ Microfilm		m Alabahadasi			□ Microfilm Reel(s)		
- Lewel Size UMCGNITT	J	 Alphabetical 			□ Computer Tape(s)		
🛘 Legal Size 🗘 Computer Tape	□ Numerical			Number	a computer reputar		
					Other (specify)		
□ Audio Tape □ Floppy Disk	 Chronological 						
O Bound Book O Video Tape		□ Geographical		10. Annual A	ccumulation		
· · · · · · · · · · · · · · · · · · ·	ļ			10. Zililudi A	File Drawer(s)		
Other (specify)		Other (specify	·				
	-	Keyword Lookup			ti Microfilm Reel(s)		
					Computer Tape(s)		
				Number			
					☐ Other (specify)		
11. File is Used			12. File Become	s Inactive After			
				.,,			
■ Dally □ Weekly. □ Monthly □ Annually	•		3	_ 0 M	lonth(s) 👜 Year(s)		
			Number				
			•				
13. Current Location(s) (Bldg., Floor, Room)			14 le Dameil Code	s Dunlingted Ele	sewhere? (If yes, specify agency or office.)		
		i	14. 15 Demin Selle	o Dupiicateu ElS	ocuments. (in Ace) sheering adjected or otices?)		
Department of Emergency Services Office			! □ Yes ■ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Require	ements			
			rø. Audickequiri	EN ICHT?			
□ Yes 🔳 No			■ Mone □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requi	rements		.18. Recommend	ed Retention			
□ Yes ■ No			Retain ha	rd conv	for three (3) years from the end		
□ Yes ■ Ņo					the file was closed then destroy.		
				ai yeai	the me was closed then destroy.		
10. Nome and Title of Discovery		00.7					
19. Name and Title of Preparer		20. Telephone Numb	er.	21. Date			
Scott Mesneak		410-99	6-5205		9/10/2010		
IT & Records Retention Director					ŀ		
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Instructions –Type or Print a separate form for			ENERAL SERV		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVIS					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2			5	PAGE 34 OF 71	
	Jessup, Maryland 20794 410-799-1930					
1. Department/Agency	·2. Division				3. Unit	
Department of Emergency Services	Emerge	ncy Medical S	eivices			
DEFINITION - RECORD SERIES: A group of relate	d records	normally filed ar	nd used as a uni	t for refere	nce as well as retention and disposition purposes	
4. Record Series Title			5. Earliest Year/Latest Year			
Information Collected (DES 09-030)			_{to} 2010			
Record Series Description (Briefly describe the types of information/doc	uments/forms t	nund in the series. Incl	ude the numose or fimo	tion of the sed	pc).	
Used to document information collected durin			•	NON OF THE SEN		
7. Record Series Format(s) List all		8. Record Series Ser	quence.	9. Volume	7. 5h Barriot	
					□ File Drawer(s),	
■ Letter Size □ Mcrofilm		🖸 Àlphábetical			□ Microfilm Reel(s)	
□ Legal Size □ Computer Tape					□ Computer Tape(s)	
	□ Numerical			Number	Other (specify)	
□ Audio Tape □ Floppy Disk	□ Chronological					
🗆 Bound Book 💢 🖸 Video Tape	.d Geographical			10: Annual /	Accumulation	
Other (specify)	■ Other (specify)				□ File Drawer(s)	
		Keyword	Lookup.		ত Microfilm Reel(s)	
				Number	□ Computer Tape(s)	
,				Nomoci	□ [·] Other (specify)	
11. File is Used			12, File Become	s Inactive After		
■ Dally □ Weekly. □ Monthly □ Annuali	Ý		3.	0.1	Month(s) 🐞 Yéar(s)	
			Number			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Department of Emergency Services Office			a, Yes 📵 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			18. Audit Requirements			
□ Yes ■ No			■ None	□ State	d Federal 🗖 Independent	
17. Is an Index System used? If yes, explain briefly and describe requ	Irements	······································	.18. Recommend	ed Retention		
□ Yes ■ No			Retain ha	rd copy	y for three (3) years from the end	
			of the fisc	al year	the file was closed then destroy.	
			<u> </u>			
19. Name and Title of Preparer		20: Telephane Numl	oer.	21. Date		
Scott Mesneak		410-99	6-5205		9/10/2010	
IT & Records Retention Director						

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Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SERV	'ICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE35 OF71_	
	Jessup. Ma	ryland 20794		PAGEOF	
L		99-1930			
1. Department/Agency	2. Division			3. Unit	
Department of Emergency Services					
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed a	and used as a un	t for refere	nce as well as retention and disposition purposes.	
4. Record Series Title			5. Earllest Y	'ear/Latest'Year	
Information Request Form (DES 09-008)			1	_{to} _2010_	
·					
6. Record Séries Description (Briefly describe the types of information/doc	uments/forms found in the series. In	clude the purpose or fun	ction of the sen	es.)	
Used when police, fire/Emergency Medical Se	ervices, legal teams, e	tc., request cop	ies of pat	tient information, 911 & radio recordings.	
				,	
7. Record Series Format(s) List all	B. Record Series S	equence.	9. Volume		
			1	□ File Drawer(s)	
			1	Microfilm Reel(s)	
■ Letter Size □ Microfilm	u Alphabetical		1		
al and O're				☐ Computer Tage(s)	
□ Legal Size .□ Computer Tape	□ Numerical		Number	Other (specify)	
🗆 Audio Tape 💢 Floppy. Disk	□ Chronologic	al .	İ	d Gillor (appeary)	
-0.110.11			<u> </u>		
□ Bound Book □ Video Tape	□ Geographica	al	10. Annual A	Accumulation File Drawer(s)	
□ Other (specify)	■ Other (speci	fy)	İ	u File Diawel(s)	
	Kevwor	d Lóokup	□ Microfilm Reel(s)		
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11. File is Used		12. File Become	s Inactive After	•	
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I ■ Daily □ Weekly, □ Monthly, □ Annually	¥	Number	_ 01	Month(s)	
		, ladis bei			
		1			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Department of Emergency Services Office					
		□ Yes ■ Ņo			
		li .			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audir Requirements			
□ Yes ■ No		■ None	□ State	□ Federal □ Independent	
U 163 ■ 140		■ None	Li State	□ Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe requ	.18. Recommend	ded Retention			
	Petain ha	rd cons	y for five (5) years from the end of		
□ Yes □ Nọ					
		the fiscal	year th	e file was closed then destroy.	
		#			
10. Name and Title of Director	2017		0, 0		
19. Name and Title of Preparer	20: Telephone Nur		21. Date		
Scott Mesneak	410-99	96-5205		9/10/2010	
IT & Records Retention Director	ĺ		1		

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division			PAGE 36 OF 71 3. Unit			
4. Record Series Title Interview Form (DES 09-007)		5. Earliest Year/Latest Yearto					
8. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.) Used during the interview process to grade applicants.							
7. Record Series Format(s) List all Letter Size	8. Record Series Se		9: Volume Number	D File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
□ Bound Book □ Video Tape. □ Other (specify)	Other (specif			10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)			
11. File is Used □ Daliy □ Weekly. ■ Monthly □ Annually		12. File Become 1 Number	s Inactive After	Aonth(s) m Yéàr(s)			
13. Current Location(s) (Bidg., Floor, Room) Department of Emergency Services Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office,)					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) . ☐ Yes ■ No				18. Audir Requirements ■ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requin	ėments	Retain hard copy for one (1) year from the end of the fiscal year the file was closed then destroy.					
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephone Num 410-99	ber. 6-5205	21. Date	9/10/2010			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Inventory Price List (DES 09-054) 6. Record Series Description (Briefly describe the types of Information/doc Documents the price of hazardous material en	ocuments/forms found in the series. Include the purpose or function of			ear/Latest Year to		
	,					
7. Record Series Format(s) List all ■ Letter Size □ Microfilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk □ Bound Book □ Video Tape	8. Record Series Sequence Alphabetical Numerical Chronological		9. Valume Number	File Drawer(s) Microfilm Real(s) Computer Tape(s) Other (specify)		
□ Other (specify)	© Geographical ■ Other (specify Keyword	ò	Number	File Drawer(s) Microfilm Reel(s)		
11. File is Used □ Dally ■Weekty. □ Monthly □ Annually	(1 Number		fonth(s) Year(s)		
13. Current Location(s) (Bidg., Floor, Room) Department of Emergency Services Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ No		18. Audit Regulrements ■ None □ State □ Federal □ Independent				
17. Is an index System used? If yes, explain briefly and describe requi	rements		rd copy	for one (1) year from the end of e file was closed then destroy.		
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephone Num 410-99	ber. 6-5205	21. Date	9/10/2010		

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for **DEPARTMENT OF GENERAL SERVICES** each new or revised record series. Forward RECORDS MANAGEMENT DIVISION with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 PAGE 38 OF 71 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division Department of Emergency Services **Emergency Medical Services** DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year Investigation Disposition (DES 09-036) __{to}_2010 8. Pecard Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Used to document the Highest Jurisdictional Officer's (HJO) investigation outcome during the quality assurance process 7. Record Series Format(s) List all 8. Record Series Sequence 9. Valume □ File Drawer(s) ☐ Microfilm Reel(s) u Alphabetical ■ Letter Size O Microfilm Computer Tape(s) □ Legal Size D Computer Tage Numerical Number Other (specify)____ □ Audio Tape □ Floppy Disk □ Chronological □ Bound Book □ Video Tapis ☐ Geographical 10. Annual Accumulation ☐ File Drawer(s) D Other (specify) Other (specify) Microfilm Reel(s) Keyword Lookup Computer Tape(s) Number Ci Other (specify) File Is Used File:Becomes Inactive After ■ Daily D Weekly Monthly □ Annually □ Month(s) Year(s) Number 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.) Department of Emergency Services Office □ Yes Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements □ Yes □ State □ Independent 17. Is an Index System used? If ves, explain briefly and describe requirements Retain hard copy for three (3) years from the end □ ·Yes ■ No of the fiscal year the file was closed then destroy. 19. Name and Title of Preparer 20. Telephone Number. 21. Date Scott Mesneak 410-996-5205 9/10/2010 IT & Records Retention Director

Instructions –Type or Print a separate form for	DEP	ARTMENT OF G	ENERAL SERV	ICES:	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward		CORDS MANA	7				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275				PAGE <u>39</u> OF <u>71</u>		
		Jessup, Mar 410-79	yland 20794 9-1930				
Department/Agency Department of Emergency Services	2. Division	al Support			3. Unit		
:	i oojiiilo	ai cappoit			· ·		
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed and used as a unit for reference as well as retention and disposition purpo						
Invoice Technical Support (DES 09-018)			·	5. Earllest Year/Larest Year			
S. Daniel Code Constitute Ordinate Analysis and State Code							
6. Record Series Description (Briefly describe the types of information/doc Documentation of resources used when maki					rs.)·		
	•						
	·	<u> </u>					
7. Record Series Format(s) List all		8. Record Series Ser	quence.	9: Volume	D File Drawer(s)		
					□ Microfilm Reel(s)		
■ Letter Size '□ Microfilm		□ Alphabetical			Computer Tape(s)		
□ Legal Size □ Computer Tape		□ Numerical		Number	D Other (specify)		
□ Audio Tape □ Floppy.Disk	□ Chronological						
o Bound Book o Video Tape,	.□ Geographical			10: Annual A	ccumulation		
□ Other (specify)	Other (specify)						
	:	Keyword Lookup			a. Microfilm Reel(s)		
	· ·			Number	Computer Tape(s)		
11. File is Used	'	<u> </u>	12. File Become	s Inactive After	□ Other (specify)		
■ Daily □ Weekly. □ Monthly □ Annually			3		Month(s)		
Daily Difficulty Difficulty			Number		Aonth(s) Year(s)		
	•				·		
13. Current Location(s) (Bidg., Figor, Room)			14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)		
Department of Emergency Services Office	! ! !		□ 'Yes-		No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	i i		de Audres-				
	· ·			16. Audit Requirements			
⊡·Yes ■ No			■ None	□ State	o Federal o Independent		
17. Is an Index System used? If yes, explain briefly and describe requi	Irements		.18. Recommend	ed Retention			
□ Yes ■ No					for three (3) years from the end		
- 197					the file was closed then destroy.		
-							
40 Novi - 170 (60)	· <u>-</u>		L.,				
19. Name and Title of Preparer Scott Mesneak		20: Telephone, Numb		21. Date	9/10/2010		
IT & Records Retention Director	, ,	410-99	u-3∠U3		9/10/2010		

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES each new or revised record series. Forward RECORDS MANAGEMENT DIVISION with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 PAGE 40 OF 71 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division Technical Support Department of Emergency Services DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year Loaned Equipment Inventory - Technical Support (DES 09-019) _{to} 2010 8. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Documentation of equipment loaned out to our allied agencies. 7. Record Series Format(s) List all 8. Record Series Sequence File Drawer(s) ☐ Microfilm Reel(s) ■ Letter Size □ Microfilm □ Álphabetical □ Computer Tape(s) □ Legal Size ☐ Computer Tape Numerical Number D Other (specify)___ n Audio Tane ☐ Floppy Disk Chronological 🗅 Bound Book □ Video Tape D Geographical 10. Annual Accumulation ☐ File Drawer(s) Other (specify)_ Other (specify) __ d Microfilm Real(s) Keyword Lookup Computer Tape(s) Number ☐ Other (specify) File is Used File Becomes Inactive After ■ Dally □ Weekly, D Monthly □ Annually ☐ Month(s) Year(s) Number 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Department of Emergency Services Office D Yes Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Regulrements □ Federal □ Independent Is an Index System used? If yes, explain briefly and describe requirements Retain hard copy for one (1) year from the end of □ Yes the fiscal year the file was closed then destroy. 19. Name and Title of Preparer 20. Telephone Number. 21. Date 9/10/2010 Scott Mesneak 410-996-5205 IT & Records Retention Director

Instructions -Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SERV RECORDS MANAGEMENT DIVISI						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1990			5	PAGE 41 OF 71		
Department/Agency	·2. Division				3. Unit		
Department of Emergency Services		ncy Medical S	•				
DEFINITION - RECORD SERIES: A group of relate	d records	normally filed a	nd used as a uni	t for refere	nce as well as retention and disposition purposes.		
Record Series Title Medical Review Committee Meeting (DES 09)	•			5. Earliest Year/Latest Year			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Used to document meeting minutes during the quality assurance process.							
7. Record Series Format(s) List all		8. Record Series Se	quence.	9: Volume	D File Drawer(s)		
■ Letter Size ⊔ Microfilm		□ Àlphabetical			□ · Microfilm Reel(s)		
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11. File is Used ■ Dally, □ Weekly. □ Monthly, □ Annually		12. File Become: 3 Number	s Inactive After	Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office:)		
Department of Emergency Services Office			a Yes • No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Require	ements			
□ Yes ■ No			■ None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requi	Irements		.18. Recommend	ed Retention			
□ .Yes ■ No					for three (3) years from the end the file was closed then destroy.		
19. Name and Title of Circums		20 Teterti		24 5			
19. Name and Title of Preparer		20. Telephone Numb		21. Date	2		
Scott Mesneak IT & Records Retention Director		410-99	6-5205		9/10/2010		

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4. Record Series Title MIEMSS 5 & 35 Day Report 6. Record Series Description (Briefly describe the types of information/doc Used to report to Maryland Institute for Emergence	410-78 2. Division Emergency Medical S ad records normally filed a	GEMENT DIVISIONAL P.O. Box 27 Cyland 20794 09-1930 Services Indiused as a unitable the purpose or functional properties of the purpose or functional properties of the purpose or functional properties of the purpose or functional properties of the purpose or functional properties of the purpose or functional properties of the purpose or functional properties of the purpose or functional properties of the purpose or functional properties of the purpose or functional properties of the purpose or functional properties of the purpose of the purpose or functional properties of the purpose o	2010			
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7. Record Series Format(s) List all ■ Letter Size □ Mcrofilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk	□ Älphabetical □ Numerical	D Numerical		File Drawer(s): Microfilm Reel(s) Computer Tape(s) Other (specify)		
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11. File is Used ■ Dally □ Weekly □ Monthly □ Annuall	y	12. File-Become: 3. Number	s Inactive After	donth(s) ■ Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Department of Emergency Services Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No		16. Audir Requirements ■ None □ State □ Federal □ Independent				
17 Is an Index System used? If yes, explain briefly and describe requi				for three (3) years from the end the file was closed then destroy.		
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20: Telephone Num 410-99	bber 06-5205	21. Date	9/10/2010		

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Department/Agency	2. Division		3. Unit	
Department of Emergency Services	Emergency Medical S	ervices		
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title	ed records normally filed a	nd used as a un		ion purposes.
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7. Record Series Format(s) List all	8. Record Series Se	equence	9. Volume File Drawer(s)	
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			Computer Tape(s)	
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bepartment of Emergency Services Office		□ Yes	■ No	
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ments	
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17. Is an Index System used? If yes, explain briefly and describe requi	rements	18. Recommend	d Retention	
□ Yes ■ No			d copy for one (1) year from th	
:		the fiscal	ear the file was closed then de	estroy.
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19. Name and Title of Préparer	20. Telephone Numb	oer .	21. Date	
Scott Mesneak	410-99		9/10/2010	
IT & Records Retention Director	410-99	0-3203	9/10/2010	
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Instructions -Type or Print a senerate form for	DED	ADTMENT OF C	PENERAL SERV	#OE9	AGENCY RECORDS INVENTORY	
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	L		39-1930		<u>·</u>	
1. Department/Agency	2. Division	*4	•		3. Uńlt	
Department of Emergency Services	Emerge	ency Medical S	ervices	I		
DEFINITION - RECORD SERIES: A group of relate	ed records	normally filed a	nd used as a lin	it for refere	nce as well as retention and disposition purposes	
4. Record Series Title			IIU useu as a a		ear/Latest Year	
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6. Record Series Description (Briefly describe the types of Information/doc Used to document the Medical Review Comm						
Osed to document the medical faction Congr	littee a oc	arcollie arrana	the quanty ass	inigiice h	rocess.	
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7. Record Series Format(s) List all		8. Record Series Ser	dnéúce	9. Volume	□ File Drawer(s)	
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□ Bound Book □ Video Tape	!	 Geographical 		10. Annual A	ccumulation ☐ File Drawer(s)	
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11. File is Used		<u> </u>	12. File Become:	s Inactive After		
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Department of Emergency Services Office						
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			(16) Audit Require	aments		
O Yes ■`No			■ :None	□ State	□ Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe requi	irements		18. Recommended Retention			
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Lites Fixe					the file was closed then destroy.	
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19. Name and Title of Preparer		20 Telephone Nimpl	<u> </u>	21. Date		
		20. Telephone Numb		21. Date	0/4/0/2010	
Scott Mesneak IT & Records Retention Director		410-996	b-5∠∪o		9/10/2010	
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Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of related 4. Record Series Title	DEPARTMENT OF GENERAL SERVICES' RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Emergency Medical Services sted records normally filed and used as a unit for reference of 5. Earliest Y.			AGENCY RECORDS INVENTORY PAGE 45 OF 7 3. Unit nce as well as retention and disposition purposes.		
Notifications (DES 09-031) 6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.) Used to document personnel that were notified of quality assurance issues during the quality assurance process.						
7. Record Series Format(s) List all ■ Letter Size □ Microfilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk □ Bound Book □ Video Tape	□ Alphabetical □ Numerical □ Chronologic □ Geographica ■ Other (speci	Numerical Chronological. Geographical		9. Volume File Drawer(s) Microfilm Reel(s)		
11. File is Used ■ Dally, □ Weekly □ Monthly, □ Annualt 13. Current Location(s) (Bidg., Floor, Room) Department of Emergency Services Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ■ No		3 Number 14. Is Record Series Yes 16. Audit Regular None	s Duplicated Et	sewhere? (If yes, specify agency or office.) No Federal Independent for three (3) years from the end the file was closed then destroy.		
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephane Nur 410-9 !	nber. 96-5205	21. Date	9/10/2010		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Pager Repair Form - Technical Support 6. Record Series Description (Briefly describe the types of information/documents needed pager repairs from our allignments needed pager repairs from our allignments.	4 10-7 2. Division d records normally filed a	GEMENT DIVISION OF STREET OF ST	t for refere	ear/Laiest Year to			
7. Record Series Format(s) List all Letter Size	8. Record Series Si	□ Numerical		D File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
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13. Current Location(s) (Bldg., Floor, Room) Department of Emergency Services Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No		16. A∪dif Regulrements ■ None □ State □ Federal □ Independent					
17. Is an Index System used? If yes, explain briefly and describe requir ☐ Yes ■ No	ements	III.	rd copy	permanently and transfer ves for permanent preservation.			
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephone Nun	eber 96-5205	21. Date	9/10/2010			

Instructions –Type or Print a separate form for	DEPARTMENT OF G	PENERAL SERV	/ICES	AGENCY RECORDS INVENTORY			
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with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro		′ 5	PAGE 47 OF 7			
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	Emergency Medical S	ervices	I	3. Onit			
population of Emolgories Solviess	Emergency means. 2	C) V (CCC	I				
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purp							
4. Record Series Title	Jiecorde Hormany mod a	III useu as a Gin		ear/Latest Year			
Paperwork Request Form (DES 09-040)			1	2010			
			to				
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)							
Used by personnel to request copies of needed documents							
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<u>:</u>							
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7. Record Series Format(s) List all	8. Record Series Se	quence.	9. Volume				
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		current bu	ısiness	, then destroy.			
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			<u> </u>				
19. Name and Title of Preparer	20. Telephone Numb	ber.	'21. Date				
Scott Mesneak	410-99	6-5205		9/10/2010			
IT & Records Retention Director		_					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Program Evaluation (DES 09-049)	2. Division Teaching and Education	GEMENT DIVISI pad, P.O. Box 27 yland 20794 9-1830 on	ON 5	AGENCY RECORDS INVENTORY PAGE			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Evaluation for any American Heart Association (AHA) classes							
7. Record Series Format(s) List all Letter Size	B. Record Series Se Alphabetical Numerical Chronological Geographical Other (specify Keyword) Lookup:	9: Volume Number 10: Annual A	□ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify) □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Computer Tape(s) □ Other (specify)			
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19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephone Numl		21. Date	9/10/2010			

Instructions -Type or Print a separate form for	DEPARTMENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAG	SEMENT DIVISI	ON				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	oad, P.O. Box 27	5	PAGE 49 OF 71			
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	·2. Division			3. Unit			
Department of Emergency Services	Emergency Medical S	ervices					
DEFINITION - RECORD SERIES: A group of relate	d records normally filed a	nd used as a uni	t for refere	nce as well as retention and disposition purposes.			
4. Record Series Title				ear/Latest Year			
QA Complaint Information (DES 09-028)			_{to} 2010				
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)							
Used to document complaint and patient information during quality assurance inquires							
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7. Record Series Format(s) List all	B. Record Series Se	quence.	9. Valume				
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Department of Emergency Services Office							
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements				
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			the file was closed then destroy.				
19. Name and Title of Preparer	20. Telephône Numi	ner.	21. Date				
Scott Mesneak IT & Records Retention Director	410-99	6-5205		9/10/2010			
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Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES: AGENCY RECORDS INVENTORY			
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with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 27			'5	PAGE		
	Jessup, Maryland 20794 410-789-1930						
1. Department/Agency	·2. Division	410-79	9-1930	-	3. Unit		
Department of Emergency Services	Emerge	ncy Medical S	ervices				
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DEFINITION - RECORD SERIES: A group of related 4. Record Series Title	ea recoras	normally filed at	na usea as a uni		nce as well as retention and disposition purposes. Par/Latest Year		
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6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.) Used to document the remediation plan for personnel involved in the quality assurance process							
7. Record Series Format(s) List all		8. Record Series Se	quence	9: Volume	□ File Drawer(s)		
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■ Letter Slze ⊔ Microfilm		 Alphabetical 			□ Mcrofilm Reel(s)		
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Department of Emergency Services Office			14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.)				
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19. Name and Title of Preparer		20. Telephone Numb	oer.	21. Date			
Scott Mesneak		410-99	6-5205		9/10/2010		
IT & Records Retention Director							
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Quality Assurance Report Additional Narrative 6. Record Series Description (Briefly describe the types of information/doc Documents quality assurance issues found described to the series of the series of the series found described the types of the series found described the series for found described the series for found de	e (DES 09-024)	GEMENT DIVISI pad, P.O. Box 27 yland 20794 9-1930 ervices and used as a uni	t for reference 5. Earllest Yes	ar/Latest Year to2010_
7. Record Series Format(s) List all Letter Size Computer Tape	B. Recard Series Sequence Alphabetical Numerical		9. Volume	□ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify)
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11. File is Used		12, File Beçome	s Inactive After	
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13. Current Location(s) (Bldg., Floor, Room)		14 Is Remord Serie	s Dunlicated Else	pubere? (If ves specify agency of office.)
Department of Emergency Services Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ■ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16 Audit Regula	ements	
□ Yes ■ No		16. Audit Requirements ■ None □ State □ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requ	Irements	18. Recommend	ed Retention	
□ Yes ■ No	HEI IEMS	Retain ha	rd copy	for one (1) year from the end of e file was closed then destroy.
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephone Numb		21. Date	9/10/2010

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Quality Assurance Findings (DES 09-037) 6. Record Series Description (Briefly describe the types of information/doc Used to document quality assurance issues for	RECORDS M/ 7275 Waterlo Jessup -2. Division. Emergency Medic	ed and used as a uni	ON 75 It for reference 5. Earliest You	ear/Latest Year to 2010	
7. Record Series Format(s) List all	9. Record Se	ries Sequence	9:.Volume		
■ Letter Size. □ Mcrofilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk	□ Alphab □ Numer □ Chrono	cal	Number	Diffe. Drawer(s). Microfilm Reek(s) Computer Tape(s) Other (specify)	
□ Bound Book □ Videa Tape □ Other (specify)	□ Geogra • Other (10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)		
11. File is Used ■ Dally □ Weekly. □ Monthly, □ Annualt	y	12. File Become 0 Number	s Inactive After	/lonth(s) u Year(s)	
Current Location(s) (Bldg., Floor, Room) Department of Emergency Services Office		14. Is Record Serie	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law's) & Regulation(s) ☐ Yes ■ No		16. Audit Requir ■ None	ements	ä Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe requi	ilrements	ll .		v until no longer needed then	
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20: Telephon	e.Number D-996-5205	21. Date	9/10/2010	

Instructions –Type or Print a separate form for	DEPARTMENT OF G	SENERAL SERV	AL SERVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE <u>53</u> OF <u>1)</u>		
	•	yland 20794		·		
1. Department/Agency		9-1930		2.112		
i · · · · · · · · · · · · · · · · · · ·	·2. Division	on/ioos		3. Unit		
Department of Emergency Services	Emergency Medical S	eivices				
DEFINITION DECORD OFFICE	1 61 1					
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title	records normally filed a	nd used as a un		nce as well as retention and disposition purposes.		
Quality Assurance Report (DES 09-023)			o. Lamest 1			
(=== 33 ===)			<u> </u>	2010		
Record Series Description (Briefly describe the types of information/docur	ments/forms found in the series. Inc	lude the nurnose or fund	ction of the serie	ac).		
Documents quality assurance issues found dur						
a seatherne damin's reserve to all a dail	thing the daily addries	Codianoc prot	~33			
ı						
7. Record Series Format(s) List all	8. Record Series Se	quence.	9: Valume			
· ·				☐ File Drawer(s).		
				Microfilm Reel(s)		
■ Letter Size ⊔ Microfilm	 Alphąbetical 			n Mennan vesta)		
			<u> </u>	□ Computer Tape(s)		
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🛚 Audlo Tape 💢 Floppy Disk	□ Chronological		İ	d offici (specify)		
-P. (199.)						
□ Bound Book □ Video Tape	☐ Geographical		10. Annual A	Accumulation File Drawer(s)		
□ Other (specify)	Other (specify	ò		B the blatter(y)		
	Keyword Lookup;		}	Microfilm Reel(s)		
	, , , , , , , , , , , , , , , , , , ,			Computer Tape(s)		
			Number			
				☐ Other (specify)		
11. File is Used		12. File Become	s Inactive After			
■ Daily □ Weekly □ Monthly □ Annually		1	- 1	thought and the second		
■ Cally, D Weekly D Montally, D Alinquily		Number		Abonth(s) Year(s)		
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13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)		
Department of Emergency Services Office		□· Yes ■ No				
		ri iez	=	740		
,	·					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
☐ Yes ■ No		■ None	□ State	ci Federal O Independent		
17. Is an Index System used? If yes, explain briefly and describe require	ements	.18. Recommend	led Retention			
□ Yes ■ No		Retain ha	rd copy	for one (1) year from the end of		
				e file was closed then destroy.		
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	<u> </u>	I	Ĭ			
19. Name and Title of Preparer	20. Telephone Numi	per.	21. Date			
Scott Mesneak	410-99	6-5205	Ī	9/10/2010		
IT & Records Retention Director			l ·			

Instructions –Type or Print a separate form for	DEP	ARTMENT OF G	SENERAL SERV	VICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RE	CORDS MANA	SEMENT DIVISI	ON			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 27			' 5	PAGE		
:	Jessup, Maryland 20794				PAGE. 3 OF 1		
Department/Agency	2. Division	410-79	9-1930				
Department of Emergency Services		ncy Medical S	ervices		3, Unit		
a continuon and annotation of the continuous		,	-,				
DEFINITION - RECORD SERIES: A group of relate	d records	normally filed ar	nd used as a uni	t for refere	nce as well as retention and disposition purposes.		
4. Record Series Title				5. Earliest Ye	aar/Latest Year		
Quality Assurance Worksheet (DES 09-022)			₁₀ _2010_				
6. Recard Series Description (Briefly describe the types of information/doc	uments/forms l	found in the series. Incl	ude the purpose or fund	tion of the serie	(5.)-		
Documents quality assurance issues found during the daily Quality Assurance process.							
:							
7. Record Series Format(s) List all	-	8. Record Series Ser	quence.	9. Volume			
					□ File.Drawer(s)		
					□ · Microfilm Reek(s)		
■ Letter Slze. □ Microfilm		□ Alphabetical			Computer Tape(s)		
□ Legal Size □ Computer Tape	□ Numerical			Number			
□ Audio Ťape □ Floppy Disk	□ Chronological				D Other (specify)		
□ Bound Book □ Video Tape	□ Geographical			10. Annual À	sa unulatios		
			:	TO. Allitual A	☐ File Drawer(s)		
Other (specify)	■ Other (specify)				Microfilm Reel(s)		
	Keyword Lookup		Lookup				
:			Number	□ Computer Tape(s)			
-					□ Other (specify)		
11. File is Used			12. File Become	s Inactive After			
■ Dally □ Weekly □ Monthly □ Annually	,		0_	_ • •	fonth(s) D Yéar(s)		
<u> </u>			Number				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.)				
Department of Emergency Services Office			□ Yes ˙ ■ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Require	ements			
□Yes ■,No			■ None	□ State	□ · Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requi			.18. Recommend	- 4 D - 1 - 1 - 1			
17. Is an index system used in yes, explain onely and describe requi	rements				until no longer peeded then		
□ Yes ■ No			destroy af		until no longer needed then		
			uconoy al	ici use	•		
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40. Maria at Time (CD)			<u> </u>				
19. Name and Title of Preparer		20: Telephone Numb		'21. Date	040/0040		
Scott Mesneak IT & Records Retention Director		410-99	r-52U5		9/10/2010		
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	·	GEMENT DIVISI	PAGE				
Department of Emergency Services	2. Division			3. Unit			
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Radio Announcement Form (DES 09-011)	ed records normally filed a	nd used as a uni		nce as well as retention and disposition purposes. art.alest year to 2010			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) To document needed radio announcements from the volunteer Fire/Emergency Medical Services service							
7. Record Series Format(s) List all Letter Size	B. Record Series Se Alphabetical Chronologica Geographical Other (specific) I Lookup I 2. File Become: Number	s Duplicated Els	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Example of the prawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No		. 16. Audit Requirements					
17. Is an Index System used? If yes, explain briefly and describe requi	Irements		rd copy	until no longer needed for then destroy.			
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephone Num 410-99		21. Date	9/10/2010			

7. Record Series Format(s) List all ■ Letter Size □ Mcrofilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk □ Bound Book □ Video Tape	RTMENT OF GECORDS MANAG 75 Waterloo Ros Jessup, Mary 410-799 ilications mormally filed and	EMENT DIVISION ad, P.O. Box 27 Mand 20794 1-1930 dused as a unit	t for reference 5. Earliest Yo	AGENCY RECORDS INVENTORY PAGE
□ Other (specify)	B. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) Keyword		9. Volume Number 10. Annual A	File.Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) ccumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Computer Tape(s) Cother (specify)
11. File is Used Daily Weekly Monthly Dannually 13. Current Location(s) (Bldg., Floor, Room) Department of Emergency Services Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 17. Is an Index System used? If yes, explain briefly and describe requirements No No 19. Name and Title of Preparer Scott Mesneak	13	14. Is Record Series 14. Is Record Series 15. Audit Require None 18. Recommende Retain hall the fiscal y	s Duplicated Elsements State ed Retention rd copy	sewhere? (if yes, specify agency or office.) No Pederal Independent for one (1) year from the end of a file was closed then destroy.

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Response Determinant Form (DES 09-005) 6. Record Series Description (Briefly describe the types of information/doc To provide feedback from field personnel to scorrect.	RE 72 2. Division od records	ound in the series. Incl	GEMENT DIVISI pad, P.O. Box 27 yland 20794 9-1930 and used as a uni	t for reference S. Earliest Y	ear/Latest Year to 2010 es.)	
1						
7. Record Series Format(s) List all Letter Size		B. Record Series Sec Alphabetical Numerical Chronological Geographical Other (specify Keyword) Lookup	Number Number s Inactive After	Diffile Drawer(s) Microfilm Reel(s) Other (specify) Computer Tape(s) Computer Tape(s) Computer Tape(s) Computer Tape(s) Computer Tape(s) Computer Tape(s)	
13. Current Location(s) (Bldg., Floor, Room) Department of Emergency Services Office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ■ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Require	ements		
□ Yes ■ No			■ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requ	rements		.18. Recommend	ed Retention		
□ Yès ■ Nu			}	rd copy	for six (6) months after the file destroy.	
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director		20. Telephane Numb		21. Date	9/10/2010	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Emergency Medical Services Ride-a-long Apple 6. Record Series Description (Briefly describe the types of Information/doc Used for personnel that wish to ride-a-long to	plication (DES 09-043)	3. Unit 3. Unit 3. Unit 3. Unit 3. Earliest Year/Latest Year 10. To		
7. Record Series Format(s) List all Letter Size	6	9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) Sinactive After		
□ Daily □ Weekly ■ Monthly □ Annually	y <u> </u>	■ Month(s) □ Year(s).		
13. Current Location(s) (Bldg., Floor, Room) Department of Emergency Services Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System used? If yes, explain briefly and describe requi	☐ Yes 15. Audit Rec invariant itements 7.18. Recommits Retain h	eries Duplicated Eisewhere? (If yes, specify agency or office.) No suirements State		
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Telephone:Number -410-996-5205	9/10/2010		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Schedule II Drug Form (DES 09-039) 6. Record Series Description (Briefly describe the types of information/doc Used by providers to document administer na	6. ocuments/forms found in the series. Include the purpose or function				aar/Latest Year to2010	
T. Record Series Format(s) List all ■ Letter Size □ Microfilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk □ Bound Book □ Video Tape. □ Other (specify) □ Other (specify) □ Daily □ Weekly □ Monthly □ Annuall		B. Record Series Sec Alphabetical Numerical Geógraphical Other (specify) Keyword	Lookup 12. File Becomes 1 Number	s Duplicated Els	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Coumulation	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■.No			16. Audit Requirements ■ None □ State □ Federal □ Independent			
17. is an Index System used? if yes, explain briefly and describe requ	Irements			rd copy	for one (1) year from the end of e file was closed then destroy.	
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director		20: Telephone Numb		21. Date	9/10/2010	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Shift Exchange Form (DES 05-003) 8. Record Series Description (Briefly describe the types of information/doctor allow personnel to switch shifts with other	RECC 727: 2. División od records no	ORDS MANAG 5 Waterloo Ro Jessup, Man 410-799 cormally filed ar	9-1930 and Used as a Unit	5 t for reference Years	pairiLatest Year to 2010
7. Record Series Format(s) List all Letter Size	·	B. Record Series Section Alphabetical Numerical Chronological Geographical Other (specify) Keyword	Lookup	Number 10. Annual A Number	□ File Drawer(s) □ Mcrofilm Reel(s) □ Computer Tape(s) □ Other (specify) ccumulation □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify)
13. Current Location(s) (Bldg., Floor, Room) Department of Emergency Services Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No 17. Is an Index System used? If yes, explain briefly and describe requi	frements		16. Audit Regulre None 18. Recommend	ements State Retention	No Pederal Independent for six (6) months after the file destroy.
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director		20. Telephone Numb		21. Date	9/10/2010

Record Series Title Shift Fill Worksheet - Communications (DES (t for refere	ear/Latest Year to 2010	
					·	
Allows supervisors to check list employees that have been called to cover open shifts or last minute call outs.						
7. Record Series Format(s) List all	θ.	l. Record Series Seq	luence	9. Volume	B. Ello Dysumy(e)	
■ Letter Size 'a Mcrofilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk				□ File Drawer(s). □ Microfilm Reel(s) □ Computer Tape(s) Number □ Other (specify)		
□ Bound Book □ Video Tape		Geographical		10. Annual Accumulation		
□ Other (specify)		Other (specify)	s }		File Drawer(s)	
		Keyword			□ Microfilm Reel(s)	
	noywa a coshap.			 Number	Computer Tape(s) Other (specify)	
11. File Is Used			12. File Becomes	s Inactive After		
■ Dality □ Weekly □ Monthly □ Annualle			1 Number	D	/lonth(s) ■ Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Department of Emergency Services Office			□ Yes ■ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Require	ements		
□ Yes ■ No			■ Nane	□ State	□ Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe requ	irements		.18. Recommend	ed Retention		
□ Yeş ■ No				rd copy	for one (1) year then destroy.	
19. Name and Title of Preparer	. 20	20. Telephone Numb	ier.	21. Date		
Scott Mesneak IT & Records Retention Director		410-996	6-5205		9/10/2010	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services	Jessup, M	AGEMENT DIVISI Road, P.O. Box 27 aryland 20794 799-1930	PAGE 62 OF 71		
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Shift Fill Worksheet EMS (DES 09-046) 6. Record Series Description (Briefly describe the types of information/doc Allows supervisors to check list employees the	uments/forms found in the series. I	iclude the purpose or fund	5. Earllest Y	ear/Latest Year	
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Valumė	□ File Drawer(s)	
■ Letter Size □ Mcrofilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk	□ Ålphabetica □ Numerical □ Chronologi		Computer Tape(s) Number Other (specify)		
□ Bound Book □ Videa Tape. □ Other (specify)	□ Geographic ■ Other (spec		10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)		
11. File is Used ■ Daily □ Weekly □ Monthly □ Annuall	· ·	1 Number		Aonth(s) 👜 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Department of Emergency Services Office		14. Is Record Serie		sewhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No		16. Audit Requirements ■ None □ State □ Federal □ Independent			
17. Is an Index.System used? If yes, explain briefly and describe requi	lrements .	Retain ha		for one (1) year then destroy.	
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20: Telephone Nu 410-9	mber. 96-5205	21. Date	9/10/2010	

Instructions -Type or Print a separate form for	DEPARTMENT OF (GENERAL SERV	/ICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R			42	
marriada (Bada a a a a a a a a a a a a a a a a a a			, ,	PAGE 63 OF 71	
	•	ryland 20794 99-1930			
Department/Agency	2. Division			3. Unit	
Department of Emergency Services	Emergency Medical S	Services			
<u>:</u>					
DEFINITION - RECORD SERIES: A group of relat	ed records normally filed a	nd used as a un			
4. Record Series Title	F0 00 045	5. Earliest Y		eaṛ/Latest Year	
Special Purchasing Department Inventory (D	ES 09-045)			to2010	
			<u>.</u>		
6. Record Series Description (Briefly describe the types of Information/doi					
Used to order bulk supplies used by Emerger	ncy wiedicai Services u	nits from Unior	1 Hospitai		
:					
1					
7. Record Series Format(s) List all	8. Record Series Se	equence	9. Volume		
			,5. 15.6.1.6	□ File Drawer(s)	
				□ Microfilm Reel(s)	
■ Letter Size □ Microfilm	□ Alphabetical			□ Computer Tape(s)	
□ Legal Size □ Computer Tape	. Numerical		Number		
	🗅 Chronologica	ŗ.		.a Other (specify)	
□ Bound Book □ Video Tape	□ Geographical		10. Annual A	ccumulation □ File Drawer(s)	
Other (specify)	Other (specify)				
	Keyword	i Lookup		Microfilm Reel(s)	
1				□ Computer Tape(s)	
i i			Number	Other (specify)	
11. File is Used		12. File Become	s Inactive After		
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□ Daily ■Weekly □ Monthly □ Annual	У			fonth(s)	
		Number			
<u> </u>					
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)	
Department of Emergency Services Office		□ Yes ■ No			
·		n têz	-	NU	
					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	ements		
□ Yes ■'No		:None	□ State	□ Federal □ Independent	
			<u></u>		
 Is an Index System used? If yes, explain briefly and describe requ 	irements	18. Recommend			
□ .Yes ■ .No		Retain ha	rd copy	for six (6) months after the file	
`		was close	d then	destroy.	
•		i			
18. Name and Title of Preparer	20 T-I		21 :15 :		
	20. Telephone Num		21. Date	046.02.12	
Scott Mesneak IT & Records Retention Director	410-99	6-5205		9/10/2010	
H & Reculds Retention-Director					
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				ACTIVITY PEOCEDO IN CITATORY		
Instructions –Type or Print a separate form for		F GENERAL SER		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward		NAGEMENT DIVIS				
with Records Retention Schedule (DGS 550-1)		Road, P.O. Box 2 Maryland 20794	/5	PAGE		
		0-799-1930				
1. Department/Agency	2. Division			3. Unit		
Department of Emergency Services						
DEFINITION - RECORD SERIES: A group of relate	ed records normally file	d and used as a un	it for refere	nce as well as retention and disposition purposes		
4. Record Series Title				ear/Latest Year		
Special Report with supplemental page (DES	05-001)			_{to} 2010		
6. Record Series Description (Briefly describe the types of information/doc	umente/forms found in the carles	linclude the nurrage or fun	ction of the ried	00.)		
For daily documentation of everyday occurrences that may involve personnel, equipment or other agencies.						
	•	, , , , ,				
,						
7. Record Series Format(s) List all	8. Record Serie	s Sequence	9. Volume			
			i	□ File Drawer(s)		
■ Letter Slze ⊔ Microfilm				Microfilm Reel(s)		
■ Letter Size □ Microfilm	a Alphabei	cai		□ Computer Tape(s)		
□ Legal Size □ Computer Tape	D Numerica	1	Number	Other (specify)		
□ Audio Tape □ Floppy Disk	Chronolo	gical		a site (specify)		
□ Bound Book □ Video Tape	id Geograp	nical	10: Annual À	Accumulation		
□ Other (specify)	■ Other (sp	ecify)		□ File Drawer(s)		
	-	ord Lookup		Microfilm Reel(s)		
		·		Computer Tape(s)		
			Number © Other (specify)			
11. File is Used	1	12. File-Become	es Inactive After			
		1				
■ Dally □ Weekly □ Monthly □ Annually	y	Number	ם ١	Month(s) ■ Year(s)		
		1				
13. Current Location(s) (Blog., Floor, Room)	·	14. Is Record Serie	es Duplicated El	sewhere? (If yes, specify agency or office.)		
Primary Data Center						
		ū, Yes.		Na		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		18. Audit Regul	18. Audit Requirements			
□ Yes ■,No		■ None	□ State	□ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requ	Irements	l l	ded Retention			
□ Yes ■ No	■ :No			for one (1) year from the end of		
		the fiscal	year th	e file was closed then destroy.		
	i i		I			
19. Name and Title of Preparer	20: Telephone I	Number	21. Date			
Scott Mesneak IT & Records Retention Director	410-	996-5205		9/10/2010		

Instructions –Type or Print a separate form for	DEPARTMENT	OF GENERAL SERV	AL SERVICES: AGENCY RECORDS INVENTORY			
each new or revised record series. Forward		ANAGEMENT DIVIS				
with Records Retention Schedule (DGS 550-1)		oo Road, P.O. Box 2		PAGE 65 OF 7)		
		, Maryland 20794		PAGE. OF II		
	410-799-1930					
1. Department/Agency	·2. Division	ol Carriage		3. Unit		
Department of Emergency Services	Emergency Medic	ai Services				
DEFINITION - RECORD SERIES: A group of relate	ed records normally fil	ed and used as a un	it for refere	nce as well as retention and disposition purposes		
4. Record Series Title				ear/Latest Year		
Station Inventory (DES 09-044)			_{to} _2010_			
						
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Used to inventory bulk supplies used by Emergency Medical Services units						
Osed to livelitory built supplies used by Effic	igency Medical Se	rvices units		'		
			,			
7. Record Series Format(s) List all	8. Record Se	ries Sequence.	9: Volume	D File.Drawer(s)		
:						
■ Letter Size □ Microfilm	🗆 Álphat	petical		□ Microfilm Reel(s)		
🛘 Legal Size 💢 Computer Tape	D Numer	ical		□ Computer Tape(s)		
	B 14dilles	·	140114361	Other (specify)		
□ Audio Tape □ Floppy Disk	□ Chroni	ological				
□ Bound Book □ Video Tape	tri Geoign	aphicial	10. Annual A	eccumulation		
□ Other (specify)	■ Other	(specify)		D File Drawer(s)		
		word Lookup		Microfilm Reel(s)		
	, , ,	.		Computer Tape(s)		
			Number	·		
				Cther (specify)		
11. File is Used			s Inactive After			
□ Dally ■Weekly. □ Monthly □ Annually	1	<u>-6</u>	• ^	Alonth(s) D. Year(s)		
		Number				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	s Dup!icated El	sewhere? (If yes, specify agency or office.)		
Department of Emergency Services Office		□. Yes		No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	rements			
Ü.Yes ■ No		■ None	p State	o Federal □ Independent		
 Is an Index System used? If yes, explain briefly and describe requ 	Irements	1	ded Retention			
□ Yes ■ No				for six (6) months after the file		
				destroy.		
		. <u></u>	1			
19. Name and Title of Přeparer	20: Telephon	e Number.	21. Date	ŀ		
Scott Mesneak	41	0-996-5205		9/10/2010		
IT & Records Retention Director						

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of related 4. Record Series Title Suggestion Form (DES 05-002) 6. Record Series Description (Briefly describe the types of information/docu To allow personnel to make suggestions on new control of the suggestions on new control of the suggestions on new control of the suggestions on new control of the suggestions on new control of the suggestions on new control of the suggestions on new control of the suggestions on new control of the suggestions on new control of the suggestions on new control of the suggestions on new control of the suggestions on new control of the suggestions on new control of the suggestions on new control of the suggestions of the suggestions on new control of the suggestions of the s	RECORDS MAI 7275 Waterloc Jessup, I 4 2. Division d records normally file	Include the purpose or fund	ON 75 It for refere 5. Earliest You	ear/Latest Year to
7. Record Series Format(s) List all Letter Size D Microfilm Legal Size D Computer Tape Audio Tape D Floppy Disk Sound Book D Video Tape Other (specify)	B. Record Serie Alphabet Numerica Chranolo Geógrapi Other (sp.	cal I gical	9. Volume Number 10. Annual A	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) ccumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s)
11. File is Used Daily Weekly Monthly Annually 13. Current Location(s) (Bidg., Floor, Room) Department of Emergency Services Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 17. Is an Index System used? If yes, explain briefly and describe require Yes No	ements 20. Telephone I	14. Is Record Serie 19. Yes 18. Audit Requir None 18. Recommend Retain ha was close	ements State Ged Retention rd copy	sewhere? (If yes, specify agency or office.) No Federal Independent for six (6) months after the file destroy.
Scott Mesneak IT & Records Retention Director		21. Date 296-5205		9/10/2010

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Man 410-799 2. Division Haz Mat	SEMENT DIVISIO pad, P.O. Box 279 yland 20794	ON
DEFINITION - RECORD SERIES: A group of relate 1. Record Series Title Training Form (DES 09-052) 6. Record Series Description (Briefly describe the types of information/docuSign-in sheets for hazardous material technici	uments/forms found in the series. Inicia	ude the purpase or funct	t for reference as well as retention and disposition purposes. 6: Earliest Year/Latest Year
7. Record Series Format(s) List all ■ Letter Size □ Microfilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk □ Bound Book □ Video Tape □ Other (specify)	B. Record Series Seq Alphabetical Numerical Chronological Geographical Other (specify) Keyword	·	8. Volume File Drawer(s). Microfilm Reel(s) Computer Tape(s) Number Other (specify) ID. Annual Accumulation File Drawer(s) Microfilm Reel(s) Other (specify) Other (specify)
11. File is Used Dally. Weekly. Monthly. Annually 13. Current Location(s) (Bidg., Floor, Room) Department of Emergency Services Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 17. Is an Index System used? If yes, explain briefly and describe required.		14. Is Record Series 14. Is Record Series 15. Audit Require None 18. Recommende Retain har	□ State □ Federal □. Independent ·
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20: Telephone Numb	ier	21. Date 9/10/2010

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Emergency Services DEFINITION - RECORD SERIES: A group of relate 1. Record Series Title Uniform Issue Form (DES 09-061)	5			ear(Latest Year to 2010	
To check list uniforms that are issued to personnel in Communications					
7. Record Series Format(s) List all Legal Size	Alphabetical Numerical Geographical Other (specify) Keyword	Lookup.	9: Volume Number 10: Annual A Number	□ File.Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify) □ Computer Tape(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Computer Tape(s) □ Other (specify)	
13. Current Location(s) (Bldg., Floor, Room) Department of Emergency Services Office 15. Access Restrictions (IFYes, cite Law(s) & Regulation(s) 17. Is an Index System used? If yes, explain briefly and describe requirements of the services of the serv	ilrements	16. Audit Require None None Retain hai	ements State d Retention rd Copy	Properties of the period of th	
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20: Telephone Numb 410-996		21. Date	9/10/2010	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Emergency Medical Services			ИС	PAGE 69 OF 1	
Department of Emergency Services	Lineigency W	ieuicai Sei	Vices		·	
4. Record Series Title Waiver of Liability (DES 09-038) 6. Record Series Description (Briefly describe the types of information/doc				5. Earliest Ye	ear/Latest Year to	
7. Record Series Format(s) List all	8. Rec	cord Series Seque	ence .	9. Volume		
■ Letter Size □ Mcrofilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk	اها	. Alphabetical Numerical		Number	□ File Drawer(s) □ Microfilm Reel(s) □ Camputer Tape(s) □ Other (specify)	
□ Bound Book □ Video Tape □ Other (specify)	□ Geographical □ Other (specify) Keyword Lookup			10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Ckher (specify)		
11. File is Used ■ Dally			12. File Becomes 1 Number	i Inactive After	ionth(s)	
13. Current Location(s) (Bidg., Floor, Room) Department of Emergency Services Office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ No			16. Audit Requirements ■ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requi					for one (1) year from the end of e file was closed then destroy.	
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20. Tel	elephone Number 410-996-		21. Date	9/10/2010	

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAG						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	oad, P.O. Box 27	5	PAGE 70 OF 71			
1.	Jessup, Maryland 20794			PAGE OF			
Department/Agency	410-799-1930 -2. Division			3. Unit			
Department of Emergency Services	L. BINGION			J. Offic			
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year							
Weather Notification Form			5. Earnest rearratest rear				
				toto			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)							
Provides documentation of emergency weather notifications that are received from the National Weather Service and verifies notification							
of other appropriate agencies.							
,							
	-						
7. Record Series Format(s) List all	8. Record Series Sequence.		9. Volume D File Drawer(s),				
'				Microfilm Reel(s)			
■ Letter Size □ Microfilm	р Alphabetical						
□ Legal Size □ Computer Tape	 Numerical 		Number	D_ Computer Tape(s) mber			
Cl Audio Tape Di Floppy Disk	 Chronological 			Other (specify)			
	D Enronological						
🗅 Bound Book 💢 Video Tape.	□ Geographical □ Other (specify) Keyword Lookup		10. Annual À	10. Annual Accumulation □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) Number			
□ Other (specify)							
			Number				
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11. File is Used		12. File:Becomes	Inactive After				
□ Dally ■Weekly. □ Monthly, □ Annually	,	Permaner	nt				
'		Number					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Department of Emergency Services Office		□ Yes ■ No					
<u>'</u>							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	udit Requirements				
☐ Yes ■ No		■ None □ State □ Federal □ Independent					
17. Is an Index System used? If yes, explain briefly and describe requi	.18. Recommende	ed Retention					
□ .Yes ■ No	Retain hard copy permanently and transfer						
u ijes u ino			Archives for permanent preservation.				
		The state of the s					
19. Name and Title of Preparer	20. Telephone Number.		21. Date				
Scott Mesneak	410-996-5205			9/10/2010			
IT & Records Retention Director			5, 15,25,15				

Instructions -Type or Print a separate form for	DEDARTMENT OF CENERAL SERVICES			AGENCY RECORDS INVENTORY				
	DEPARTMENT OF GENERAL SERVICES							
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION							
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R		5	PAGE OF				
	Jessup, Maryland 20794			1				
Department/Agency	4 10-799-1930 2. Division			3. Unit				
Department of Emergency Services	Haz Mat							
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed a	nd used as a uni	t for refere	nce as well as retention and disposition purposes.				
4. Record Series Title			6. Earllest Y	ear/Latest Year				
Work Detail Sheet (DES 09-051)				_{to} 2010_				
6 Perord Saries Description (Briefly describe the types of information/do-	ruments/forms found in the series. Loc	ivide the nursess or fine	tion of the cod	oe)				
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Sign-in sheets for hazardous material technicians when preforming work details								
Sign in success of indexistation information afford proforming work details								
7. Record Series Format(s) List all	8. Record Series Se	6. Record Series Sequence.		9: Valume G File Drawer(s)				
				2 / no orang				
■ Letter Size a Mcrofilm	u Álphabetical			☐ Mcrofilm Reel(s)				
• • •	i rup raos ica			□ Computer Tape(s)				
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a storage and a storage.	. Geographical		TU. Annual A	Accumulation File Drawer(s)				
D Other (specify)	Other (specify)			- Maintin Davida				
	Keyword Lookup		□ Microfilm Reel(s)					
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11. File is Used	<u></u> _	12, File Become	s Inactive After					
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□ Daily ≘ Weekly □ Monthly □ Annual	ly	Month(s)						
	. Nurroer							
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)						
Department of Emergency Services Office		□ Yes-	□ Yes· ■ No					
		ŀ						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements							
□ Yes ■ No		■ None □ State □ Federal □ Independent						
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17. Is an Index System used? If yes, explain briefly and describe requ	ilrements	18. Recommend	ed Retention					
□ Yes ■ No		Retain ha	in hard copy for one (1) year from the end of					
2 //3	the fiscal year the file was closed then destroy							
and heading the me mad discognition decitory.								
19. Name and Title of Preparer	20: Telephone Nümber.		21. Date					
Scott Mesneak	410-996-5205		9/10/2010					
IT & Records Retention Director	:							

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